

RESEARCH REPORT SERIES
(*Survey Methodology #2009-06*)

**2008 Be Counted Form:
Respondent Problems Encountered in Cognitive Testing**

Jennifer Hunter Childs
Eleanor Gerber
Dawn Norris

Statistical Research Division
U.S. Census Bureau
Washington, D.C. 20233

Report Issued: September 30, 2009

Disclaimer: This report is released to inform interested parties of research and to encourage discussion. The views expressed are those of the authors and not necessarily those of the U.S. Census Bureau.

**2008 Be Counted Form:
Respondent Problems Encountered in Cognitive Testing¹**

Jennifer Hunter Childs, Eleanor Gerber and Dawn Norris

Submitted: May 12, 2008

Revised Final Report Submitted: September 30, 2009

1. Introduction

The majority of the people in the United States are enumerated in the census by a self-administered questionnaire mailed to their place of residence. However, there are many census operations that enumerate people living in the United States in situations that are not conducive to receiving a mailed questionnaire. Some of these operations are targeted at very rural parts of the country, where city-style addresses are not used. Others are targeted at places that house groups of people, such as college dormitories. Each operation has its own procedures, and many of them use tailored census questionnaires to gather data in a way that is most appropriate to the situation.

This paper focuses on pretesting one particular census questionnaire for one particular census operation – Be Counted. The Be Counted Questionnaire is self-administered and available to persons who think they may not have been counted in the census, thus allowing the opportunity to provide a completed questionnaire. The questionnaire is intended for use by 1) households which, for what ever reason, have not received a questionnaire either in the mail or delivered by an interviewer; 2) individuals who are tenuously, or loosely, attached to a household and who think they may have been omitted from the questionnaire completed by their households; and 3) persons who have no usual residence (including those experiencing homelessness).² During the time of the decennial census, Be Counted questionnaires will be available in a variety of public locations, including post offices, libraries, and convenience stores. Respondents who think they may not have been counted in the census are encouraged to pick up, fill out, and return the questionnaire in the mail. A similar operation was conducted in Census 2000 (see Carter, 2002 for an evaluation of that operation).

Because the questionnaires are publicly accessible and self-administered, respondents must provide complete and accurate address information so that the Census Bureau can count the people listed on the forms in the right place. The Census Bureau accomplishes this through two primary methods. Either the address is matched to an address on the Census Bureau's Master Address File (MAF) or it is geocoded to a small geographical area, and an interviewer is sent to that area to confirm the exact location of the address. Persons experiencing homelessness are expected to provide enough location information so that they can be counted within a specific

¹ *Disclaimer:* This report is released to inform interested parties of research and to encourage discussion. Any views expressed on the methodological issues are those of the authors and not necessarily those of the U.S. Census Bureau.

² Though this is not the primarily means of enumeration in the census for persons experiencing homelessness, it is one of the opportunities provided to them for enumeration. This form does not attempt to tabulate the number of people experiencing homelessness in the United States because this is only one of the several ways that they can be enumerated.

level of geography. The ability of these questionnaires to collect a complete and accurate address is one of the components that was tested during the cognitive test of this questionnaire. Other components examined with this research included how respondents understand the instructions for who to list on the form, and whether they can successfully navigate the form, completing all of the necessary information.

1.1 Be Counted in Census 2000

The Census 2000 evaluation of the Be Counted program revealed two problems with the operation (Carter, 2002). First, addresses given on the form were sometimes not successfully matched to the MAF or geocoded. Overall, about 70 percent of the 804,939 returned forms successfully made it to the point of inclusion in the census, while about 30 percent of forms were unable to be processed and had to be discarded. Thus, the form was not fully successful in Census 2000. A detailed breakdown of successes and failures of this form follows.

Fifty-one percent of the 804,939 returned forms were considered successes because they were matched to an address on the MAF and were further processed to determine whether the people were already enumerated. Another twenty-five percent of returned forms were sent to Field Verification to confirm and geocode the reported address. Of those, almost half were verified (success), about 17 percent were identified as duplicates to addresses already on the MAF (success), and about 35 percent were not verifiable and had to be discarded (failure). Another 22 percent were not geocodable, meaning that the lack of a good address led to the inability to process and use these forms. These “failed” in processing. Another 2 percent of returned forms were from respondents who reported having no address (possibly experiencing homelessness). These were processed through the Service Based Enumeration operation (success).

The second problem identified with the Be Counted operation was that respondents appeared to misunderstand the intent of the form. Fifty-nine percent of the returns that contained a usable address did not result in adding a person to the census. One likely reason is that the person was already enumerated on another census form (Carter, 2002). This finding highlights the importance of providing better instructions to respondents to explain the purpose of this form.

For the current round of testing, several changes were made to the Be Counted form from the Census 2000 form. The form as it was tested in its entirety is attached in Appendix A. The first change was to include residence instructions, which were previously not listed, on the first page of the form (See Appendix A). Because the target population for the form is expected to include many highly mobile and tenuously attached individuals, such information may be especially critical.

Second, to improve address collection, we tested an address question and response fields developed in conjunction with staff who work on address processing (See Appendix A). These response fields have also been adopted for use by the Individual Census Report (ICR).³

Third, we revised the instruction for whom to list as Person 1 (the resident owner or renter of the unit) to indicate that the respondent should start with “yourself or any person living with you

³ The ICR is a single-person form used to enumerate people in many group quarters.

who was not counted.” This language was adopted to help respondents understand that they do not need to list everyone in the household if some household members (for example, other roommates in a shared apartment) have already been counted (See Appendix A).

1.2 Aims of the Research

The aims of this research were to investigate respondent understanding and use of:

1. The new residence instructions, including understanding of the intent of the form, whether respondents found the residence instructions, how much of them they actually read, and how they understood these instructions.
2. The new address question and response format, particularly the completeness and accuracy of the address information provided, such as:
 - a. The ability of respondents who are experiencing homelessness to provide us with usable information.
 - b. The ways in which respondents would report their address, because the form includes fields both for a physical address and a mailing address, such as a PO Box or a rural route.
3. The checkbox used to identify people experiencing homelessness for processing purposes.
4. The new Person 1 instruction.
5. Form navigation, in terms of how respondents proceeded from the residence instructions, to the address question, and then to the Person Pages.

2. Methods

2.1 Respondent Characteristics

We recruited a purposive sample of persons who were experiencing homelessness, or who were highly mobile or tenuously attached persons who might be omitted from a household census questionnaire, as well as respondents living in a household that could be entirely missed in the census (such as a basement apartment attached to a single-family home entirely unnoticeable from the outside). Because we were concerned with respondent difficulties in providing address information, we also attempted to recruit respondents living in situations that might create problems recording a geocodable address, such as doubled up families who share an address and persons using a PO Box for mail, either exclusively or in conjunction with a street address or rural routes. Although it was difficult to target this situation in the Washington DC metropolitan area, we recruited one respondent whose address had recently been converted from a Rural Route.⁴

Thus, our primary concern was recruiting for the specific living situation of the respondents. We recruited persons experiencing homelessness at soup kitchens and food pantries, used Craigslist.org to find mobile persons and hidden or embedded housing units, and used personal contacts to locate some relevant address anomalies. Table 1 displays the living situations of our 24 respondents. Table 2 displays the address anomalies of respondents in this study.

⁴ It should be noted that Rural Routes are being phased out all over the United States, as conversion to city-style, or 911 addresses, takes place. This conversion is carried out locally, and is not likely to be complete by the time of the 2010 Census. 911 addresses are physical addresses assigned to rural places for emergency services purposes.

Table 1: Be Counted Cognitive Test Respondents

Living Situation	Number of Respondents
Living in Shelter	6
Living on Street	3
Transitional Housing or Single Room Occupancy	2
Embedded Housing Unit (basement, over garage)	6
Tenuously attached	3
Standard Housing Unit	4
Total	24

Table 2: Reported Address Anomalies of Respondents⁵

Address Situation	Number of Respondents
Former Rural Route	1
Use PO Box for mail	3
Shared address	3
Total	24

In this study, respondents who shared addresses comprised situations where the respondent may have technically been living in a separate housing unit, but this would not have been obvious from the street. The respondents in these situations got mail through their landlords who lived in another part of the house. Because they shared an address, but lived in separate units, we thought they were exactly the types of units that could be missed during address canvassing. If the people in the separate unit are not listed on the “main” census return for this house, they are at risk for being omitted from the census. These are people who might pick up a Be Counted form.

Because we were primarily concerned with living situation and address type, we regarded race, ethnicity, age, and gender as secondary considerations in recruiting. Tables 3, 4 and 5 show the demographic characteristics of the respondents in this study.

Table 3: Respondent Race or Ethnicity

White	9
Black/African Am.	13
Hispanic	1
Multiracial	1
Total	24

Table 4: Respondent Age

20-29	3
30-39	1
40-49	10
50-59	6
60+	2
Unknown	2
Total	24

Table 5: Respondent Sex

Male	13
Female	11
Total	24

2.2 Cognitive Interviewing Protocol

Respondents were interviewed using a cognitive interviewing protocol which included retrospective probing and a debriefing. Retrospective methods were chosen because it was

⁵ These anomalies are not mutually exclusive.

important to ascertain if respondents would spontaneously read and follow the newly included residence instructions. We did not want to cue respondents to the kinds of persons for whom the form was intended, or who we expected to be listed on the form before they were finished completing the form. In addition, how the respondent navigated through the form from beginning to end was of interest to us. For these reasons, we allowed respondents to fill out the form without interference. Later, we went back and probed the respondents on the reasons for their answers and their understanding of the form.

The debriefing included several parts. We asked questions to ascertain the respondents' actual living situations because the addresses they reported on the form were not necessarily those at which they lived. For example, several respondents who were experiencing homelessness and sleeping on the street listed the address of a homeless shelter or soup kitchen because it was where they received mail.

After it became evident that respondents were encountering difficulty with the format of the address question – which parsed out some of the address fields in an effort to aid processing – we added several tasks for respondents. We added a task in which respondents filled out an alternative set of address fields, closer to the standard Post Office format. It included house number and street name on the same line, followed by city, county, two-letter state field and ZIP Code. Based on the mention of the term “physical address” by a previous respondent, we also asked subsequent respondents for their understanding of this term during the debriefing.⁶

Additionally, as a part of the cognitive test, the researcher made a subjective assessment of each respondent's literacy and familiarity with forms.⁷ This was judged on a relative basis and used as a consideration during the analysis.

Because we were only able to identify respondents with a limited set of living situations, we included four vignettes as a final task. These vignettes identify some less common living situations, and collect respondent reactions to them in a hypothetical mode (see Gerber, Keeley, and Wellens, 1997, for more information on this type of task). These hypothetical situations were as follows:

1. A highly mobile man who stays with a girlfriend most of the time, but was at his grandmother's house on Census Day (Aimed at testing the concept of “most of the time”)
2. A woman in a basement apartment with no separate address, living with an infant son (Aimed at testing the concept of who should be included on the form)
3. A person who lives in an apartment, but gets all mail at a PO Box (Aimed at testing whether the respondent will write their physical or mailing address on the form)
4. A person who is living in a park, but gets mail at a PO Box (Aimed at testing how respondents understood the instruction for no address)

⁶ The form currently uses the terms “full address” and “complete address.”

⁷ Literacy was often assessed by respondent's ability to read parts of the form aloud, or speed of reading during the interview. In a couple of situations, the researcher ended up reading the form aloud to the respondent, because he or she expressed considerable difficulty reading him or herself. Form literacy was assessed by relative ease that the respondent navigated the form and comments made about prior form completion.

Respondents were shown the form and asked what parts of the address question the subject of the vignette should complete. Their responses were used to gauge their understanding of these different concepts.

3. Findings and Recommendations

Findings and recommendations are reported in the order in which they appear on the form. Each section includes a reminder of what was being tested, the findings, our recommendations, and finally any discussion brought forth by the Be Counted operational and processing team and the resolutions, based on the project sponsor's decisions.

3.1 Residence Instructions

The residence instructions were located on the first page of the Be Counted form and appeared as shown in Figure 1.

The image shows the top portion of a form titled "Be Counted!". At the top left, it says "United States™ Census 2010". At the top right, it says "U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU". In the center, it says "2008 Census Test". Below this is the main heading "Be Counted!". Underneath, there are three sections of instructions:

- Who should be listed on this form?**
 - Include yourself if you have not been counted in the 2008 Census Test.
 - Include anyone else who was living with you on January 5, 2008 who has not yet been counted.
 - Include family members, nonrelatives, and anyone else who lives and sleeps at your address most of the time and has not been counted. Do not forget babies!
- Who should NOT be listed on this form?**
 - Exclude anyone who has already been counted in the 2008 Census Test.
 - Exclude people living away at college or in the Armed Forces.
 - Exclude anyone in a nursing home, jail, prison, detention facility, etc., on January 5, 2008. They will be counted elsewhere.
- Be sure to provide your complete address.**
 - If you have more than one residence, provide the address of the place where you live most of the time.
 - If you do not have an address, complete this form and provide information on where you stayed on January 5, 2008.

Figure 1: Tested Be Counted Residence Instructions

A major change in the form from Census 2000 was to include residence instructions appropriate to the Be Counted form. These residence instructions could not merely mimic the residence instructions on the mail form, because the Be Counted form only targets persons who think they may have been missed. Nevertheless, it is important to provide respondents with some of the same information, in order for them to understand who should and should not be considered as a

usual resident of their address. For example, it is important to indicate that persons in group quarters should not be included, and that we are looking for the place where a person lives and sleeps most of the time. Because the form is intended for use by persons experiencing homelessness, it is important to indicate to them that they should report for the address where they stayed on Census Day.⁸

In cognitive testing, we were concerned with whether respondents find the instructions, how much of them they read, whether they understand them, and how they interpret the intent of the form.

General Findings: Most respondents began on the first page, and reported that they read at least some of the instructions. The extent of reading appeared to vary with levels of literacy. Respondents who seemed more literate were more likely to attend to the residence instructions, while seemingly less literate respondents did not appear to attempt to read the instructions at all. We also had the sense that the cognitive interview situation may have encouraged respondents to read more thoroughly than they might otherwise have done. This is a fairly standard observation in pretesting of self-administered questionnaires (Gerber, Keeley and Wellens, 1997).

When respondents read the residence instructions, they found the instructions about the kinds of persons to include relatively easy to understand. Respondents appeared to absorb the idea that if a person has more than one place to stay, we are looking for the place where they stay most of the time. However, interpretations of “most of the time” were highly flexible. For example, one respondent thought that “most of the time” implied being at a place 80 percent of the time, while another respondent, who spent four days away from her home each week, still felt she “lived” at that home most of the time.

Finding #1: Difficulties understanding instructions about who to exclude

Respondents encountered some difficulties understanding and accepting the instructions that provide information about who should not be listed on the form. Some respondents reacted negatively to the idea of excluding anyone from the census. It is not clear to them why the Census Bureau should be excluding some people, and it strikes them as wrong. To some extent, we believe this negative reaction is caused by a negative connotation of the word “exclude.” Some respondents commented that it is wrong to exclude anyone, because “everybody counts.” To some, who understood that the census is a count of everyone in the United States, this idea was confusing; the form seemed to be saying that there are people that the Census Bureau does not want to count.

Recommendation #1: We recommend softening the language from “Exclude” to “Do NOT Include” to lessen this sensitivity. In addition to a less negative connotation, we believe that “do not include” is slightly easier than “exclude” for someone with low literacy to understand. This recommendation was accepted by the team.

⁸ This is because the *de facto* rule for a person with no usual residence is that he or she should be counted at the place they were on Census Day, which will be April 1.

Finding #2: Misunderstanding of the explanatory sentence “They will be counted elsewhere” in the “exclude” section

Part of the sensitivity described above may have also been caused by respondents’ misunderstanding of the sentence, “They will be counted elsewhere.” This statement was too vague and made some respondents believe that certain kinds of people would be counted in a different census at another time, or in another country. It was also unclear whether the Census Bureau or someone else would do the counting. In addition, the explanatory sentence did not appear in the bullet about college students and people in the Armed Forces. It only appeared in the bullet mentioning nursing homes, prisons and detention facilities.

Recommendation #2: We recommend that both bullets include the sentence “We will count them at those places.” This recommendation was accepted by the team.

Finding #3: Misunderstanding the purpose of the form which led to the report of an inadequate address

The general purpose of the form was not always clear to respondents. Because so little demographic information is collected, and because there is such emphasis on collecting an address, some respondents seem to have assumed that we would be sending them the “real” census form in the mail. Some respondents reported a vague memory for the census long form, thus making this form seem especially short.⁹ Therefore, they responded to the address question by focusing on places where they knew they could receive mail. Because this form is going to be available in places like convenience stores, it seems possible that other respondents will think they are alerting the Census Bureau to their address, rather than sending in an official return.

Recommendation #3: We recommend including a sentence at the top of the form that indicates that this is in fact an official census form. This recommendation was accepted by the team.

After we presented these recommendations to the operational and subject matter teams,¹⁰ more recommendations were generated concerning the front page of the form. They are documented as follows:

1. Revise the order of the last two tested bullets, putting the “no address” bullet first.
2. Include an instruction to mark the box under Question 1 in the instruction addressing people who have no address.
3. Add an instruction concerning PO Box addresses and why the Census Bureau wants a physical location address instead.
4. Surround the bullets by shaded boxes, similar to the way in which the residence rules are presented on the mailout/mailback form.

See Figure 2 for the implementation of these recommendations. The recommendations will be discussed in more detail in later sections, as they also relate to other findings.

⁹ In past censuses, the Census Bureau sampled 20 percent of households to receive a more detailed “long form” census questionnaire. In 2010, all households will receive the “short form” and the detailed data collection has been moved to the American Community Survey which is administered throughout the decade instead of with the census.

¹⁰ These teams included the Be Counted, Content and Non-ID Processing teams.

Be Counted!

This is an official census form for
people who might not have been counted already.

Who should be listed on this form?

- Include yourself if you have not been counted in the 2010 Census.
- Include anyone else who was living with you on April 1, 2010 who has not yet been counted.
- Include family members, nonrelatives, and anyone else who lives and sleeps at your address most of the time and has not been counted. Do not forget babies!

Who should NOT be listed on this form?

- Do NOT include anyone who has already been counted in the 2010 Census.
- Do NOT include people living away at college or in the Armed Forces. We will count them at those places.
- Do NOT include anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2010. We will count them at those places.

Provide your complete address.

- If you do not have an address, mark the box under Question 1 and provide as much information as possible about the place you were staying on April 1, 2010.
- If you have more than one residence, provide the address of the place where you live most of the time.
- Please do not provide a PO box address. The Census Bureau needs to know the location of where each person was living or staying on April 1, 2010.

Figure 2: Revised Be Counted Residence Instructions

3.2 Address Question

The address question was presented on the second page of the Be Counted form and is shown in Figure 3.

1. What is the full address of the place you were living on January 5, 2008? If you have more than one residence, provide the address of the place where you live most of the time. Print address below. Please complete all that apply.

Mark this box if you had no address on Saturday, January 5, 2008. Use the boxes below to identify the location where you stayed. Include city, county, state, ZIP Code, and any other information such as street or park name.

Street address number

Apartment number

Street name

Rural route type and number Rural route BOX number

PO box number

City

County

State or foreign country

ZIP Code

Figure 3: Tested Address Question

The most critical problems with the form occurred in the address identification question.

Finding #1: Unfamiliarity with the format of the address response fields

Most respondents are familiar with standard Post Office formats, which place house number and street name on the same line. These standard formats are described in “Postal Addressing Standards” (US Postal Service, July 2006), which details the “proper format for the address style.” This is the address format the Post Office wants all mailers to use and is likely the address format that respondents are used to seeing on their mail.

These standards (USPS, 2006) include the following elements:

- The Delivery Address line includes the house number designator and street name on the same line.
- “Secondary Address Unit Designations” such as apartment number occur on the same line, after the street name. It is only acceptable to place the apartment number above the house number and street name if the total number of characters would make it too long to process.

- Dual addresses, containing both a mailing address and physical address, are discouraged.
- Full city name, a two-character state designation, and a ZIP Code follow the Delivery Address Line and are known simply as the “last line.”
- Standards exist for the formatting of Rural Route addresses, but the term “Rural Route Type” does not occur in the standards.

It is apparent that the tested address response fields are very different from these standards (see Figure 3). The street address number is separated from the street name. These two elements are separated by apartment number (which does not normally occur between house number and street name.) The “last line” elements, city, state and ZIP code, are separated by county. The field for state also indicates that the name of a foreign country might be written on this line. The address response fields allow for dual address information, possibly collecting information on both mailing address and physical address. The term *Rural Route Type* is used, which is not part of the Address Standard and may not be familiar to respondents.

In fact, some respondents commented spontaneously that the address response fields were not what they were used to. As a result of this unfamiliarity, respondents made many errors in filling out the address response fields. The kinds of errors that occurred are summarized in Table 6.

Table 6: Summary of Mistakes in the Address Response Fields¹¹

Type of Error	Number of Respondents
<u>Missing Information</u>	
Missing Street Address (only PO Box)	2
Inadequate Street Location	2
Provided Partial ZIP Code	1
Missing County	1
All Missing	1
<u>Incorrect Information</u>	
Provided Facility Name (not address)	1
City/State/ZIP for PO Box, not Location	1
Provided Country not County	3
<u>Information in the Wrong Field</u>	
Street Name in Street Address Number Field	8
House Number in Street Field	2
State in County Field	1
<u>Information Written Twice</u>	
Repeated Info in Two Address Fields	6
Crossed Out Information	3
Address Info on Page	1

¹¹ Many respondents made more than one error. Each error has been counted; thus, the total does not reflect the number of forms.

As Table 6 indicates, the most common errors occurred because respondents expected to write house number and street name in the same field. This resulted in a cascade of problems which could cause errors in processing. Many respondents tried to include house number and street name in the *Street Address Number* line, sometimes abbreviating the street name in order to fit both in the small response field. Subsequently, respondents sometimes repeated both pieces of information in the *Street Name* field, sometimes left the *Street Name* field blank, sometimes repeated only the street name again (although they did not always write it exactly the same way – either spelling it out, or including a designation like NE), and sometimes went back and crossed out the street name from the *Street Address Number* field when they realized the error. Additionally, some respondents expressed that they were more accustomed to seeing city, state and ZIP together, as in the Postal Standard’s “last line.” On the tested form, *County* comes in between *City* and *State*. Thus, the expectation that the two elements should appear on the same line created additional mistakes.

The address response fields that we tested in the Be Counted form are also currently used in the ICR in group quarters. There will be some overlap in the populations using each of these forms. Particularly, people experiencing homelessness may be enumerated in a shelter or service-based enumeration with an ICR (or similar) form, or may be enumerated with a Be Counted form. Thus, we expect that many of the same difficulties that our respondents encountered in filling out the address response fields for the Be Counted form would also apply in the case of addresses collected in the ICR.

Research with the ICR population (Schwede and Jocuns, 2006) has confirmed similar problems with the address response fields, such as writing house number and street name in the same field, placing city information in the wrong field, and misusing the *County* field to indicate the name of a country. Schwede and Jocuns (2006) concluded, “Rearranging the address component lines to be more logical for respondents might reduce the number of address components that respondents enter into the wrong line” (p.27).

The sizes of certain fields also can be confusing. Some respondents commented that they did not understand why there are two lines for street, or so many characters for house number and apartment number. Respondents also mentioned that they were used to two-letter state designations, and two respondents wondered if they should write out the full name of the state, because the response area was so big.

Dillman’s (2006) recommendations for the ICR address fields, based on expert review, also emphasized the importance of field size and placement for gathering accurate information. For example, he recommended collecting all the rural route information on a single line. He also observed that certain fields hold a misleading number of characters, including *House number* (with 10 characters) and *Apartment number* (with 16 characters). Because respondents use the number of characters to interpret what information is being requested, Dillman found these fields potentially misleading (see research by Couper et al., 2001, on this topic).

In order to reduce some of these difficulties, we attempted to create more familiar address response fields to test. A revised address question was incorporated into the debriefing of the

cognitive interviews. During the debriefing, we asked respondents to complete an alternate address field, which contained “*House Number/Street Name*” on a single line. Almost all of the respondents preferred entering their addresses in this way. Additionally, some respondents commented that they were more accustomed to seeing the term *House Number* than *Street Address Number*. To one respondent, the use of the term *House Number* was actually a stronger indicator that she should fill out her physical, rather than mailing, address. In the Census 2000 Be Counted form, *House Number* was the term used, and it appeared on the same line as street name. Though the argument has been made that *House Number* might present difficulties when providing an address of a shelter, we did not see any evidence of this in our research.

It may be possible to simplify the address response fields by eliminating unnecessary fields. Because we do not attempt to geocode addresses from foreign countries, it may be unnecessary to collect that information at all. If we cannot geocode the address, the entire form will have to be discarded. It should be noted that Dillman (2006) also questioned the usefulness of the items collecting data that could not be geocoded. He speculated that neither PO Box nor foreign country could be used to geocode an address, and therefore suggested they “be eliminated from the form” (p. 7).

Recommendation #1: Based on these findings, we recommend the following concerning the naming and ordering of address fields:

- Use the term *House Number*;
- Put *House Number* and *Street Name* on the same line;
- Move *Apartment Number* below *House Number* and *Street Name*;
- Move *County* to after *ZIP Code*;
- Make *State* a 2-digit field; and
- Place the “last line” elements (*City, State and ZIP Code*) together on one line.

The processing team required the *House Number* and *Street Name* fields to be separate, but the other recommendations were accepted. The revised question and response fields are shown in Figure 4 at the end of this section.

Finding #2: Difficulties with collection of *Rural Route* and *PO Box* information

Most of the respondents we interviewed were unfamiliar with the terms *Rural Route Type and Number* and *Rural Route Box Number*. This caused some confusion for urban dwellers, as well as rural respondents. A few rural respondents had already been through the emergency services 911 conversion, and were well aware of the fact that they had a physical address and knew what it was.

One respondent, who had already been through conversion from a rural route address to a city-style address stated that, had she not provided her PO Box address as her only address¹², she would have written her street address in the *Rural Route Type* and *Rural Route Box* spaces because she “lives in the country.” She thought the distinction was that *Street Address* was for city dwellers and *Rural Route* was for country residents.

¹² She only provided her PO Box because she stated that it was her only reliable means of getting mail.

Respondents who generally use a mailing address that is different from their physical street addresses (either because they are experiencing homelessness or because they live in irregular housing where they cannot receive mail) made the assumption that what the Census Bureau really wants is a mailing address. They reported that mailing address is preferable to physical address because they figure that the Census Bureau really needs to know how to send them mail. Because the purpose of the Be Counted form is to count people who did not get a form in the mail, respondents may assume that the Census Bureau needs to have their mailing address for future purposes.

The location of the *City, County, State* fields is potentially problematic for people who have both a physical and a mailing address. Because *City, County, and State* follow the *PO Box* field, respondents may assume that the information is connected to the PO Box address. This may NOT be the same as the geographic information that goes with the physical address. Because we are interested primarily in the geographic information for the physical address, those fields should be connected with the physical address, and not the PO Box information, if they differ. One respondent made this mistake, putting her physical street address in the top portion of the form, followed by her PO Box and the city, state and ZIP for her PO Box, which differed from her physical address.

Because there seems to be a tendency for respondents to want to include a mailing address, we believe that there should be strong instructions on the form to provide us with an address where the person actually stays. The current language includes the terms “full address” and “complete address.” We believe that the concept would be supported better by using the term “physical address.” This term was not familiar to some respondents whose first language was not English. However, other respondents used the term spontaneously, and most were familiar with it.

Recommendation #2: If the Census Bureau cannot use PO Box or rural route information for geocoding, we recommend that those items not be collected on the questionnaire. Respondents should be instructed that the Census Bureau cannot accept PO Boxes, and rather they should report their “physical or 911 address.” The city/county/state information should be clearly linked to the person’s physical address, not their mailing address.

Team discussions regarding these recommendations resulted in the following facts being uncovered and recommendations being made. PO Box is useful for processing, but only as a last resort. The processing team uses PO Box to match, via a program called FastData, to a commercial list of physical addresses. In the absence of any other physical address information, this matching program is used. For the combined purpose of discouraging respondents from giving only PO Box information, yet allowing it for “last resort” purposes, we recommended asking for mailing address at the end of the questionnaire in a “Wrap-Up” section. The sponsor did not accept this recommendation because it would not allow space to collect data for Persons 9 and 10, and this was deemed too large of a change to make without a field test prior to implementation. Thus, the final recommendation, as shown in Figure 4 and Appendix B, is to eliminate the request for PO Box, and to instruct respondents to provide a more specific physical address.

Rural routes are still used in some parts of the country, and likely will still be in use during the 2010 Census. The Census Bureau can process a complete rural route address using automated processing, but having rural routes written in the *Street Address* field slows down processing. In order to account for that, we recommend having a single *Rural Route Address* field after, yet parallel to, the *Street Address* field. Combining the two rural route fields into one should reduce confusion over what a *Rural Route Type* is.

The recommendation to the use of the term “physical address” was not accepted by the sponsor because it has not been fielded before and was deemed too significant of a change to implement without testing. The agreed-upon wording asks simply for address and the instruction reads “We cannot accept PO Box as an address. Please provide the location where you were living or staying on April 1, 2010.” In addition, there are new instructions on the residence instructions page concerning why a PO Box is not acceptable, and also what to do if you do not have an address.

Finding #3: Problems collecting information for persons temporarily experiencing homelessness

In testing, the instruction for persons temporarily experiencing homelessness was often missed by respondents. When it was read, it was understood as asking preferentially for mailing address, if the person has one. Several respondents experiencing homelessness provided an address of a soup kitchen, or other place where they could receive mail. The question wording about where a person “stayed” on Census Day does not serve as an adequate cue to these respondents that we want an address where they physically were, not just where we could send them mail. In response to a vignette about a homeless person staying in a park, only a very few respondents even considered providing street location. Most respondents thought there was not a place to put a park name, even though the instruction suggested it and it was mentioned in the vignette.

None of our respondents who were experiencing homelessness marked the box prior to the homeless instruction. This is the first place where the “Mark [x]” instruction is used, and one respondent thought it had already been marked for her because the example has a marked box. Other respondents seemed to think that the check box was something like a bullet. They did not understand that they were expected to mark it.

Some respondents staying in homeless shelters did provide the address of the shelter; however, there is no place on the form where the respondent can indicate that it is a shelter. Having this information might help to ensure that a person is not counted twice, once in this operation, and once in the enumeration at that shelter.

Recommendation #3: We recommend having separate questions for people experiencing homelessness. We also recommend clearly requesting the location information the Census Bureau needs to collect from people experiencing homelessness, including street locations and facility name. Because that data will be used to determine how the form will be processed, it is important that the data item is visible to respondents. The Mark [x] box instruction was not successful in this test and we recommend against it being used.

In discussing this recommendation with the teams, several issues arose. The team expressed the possibility that this second address question could apply also to people in very rural places who do not have an address for that reason. In response to this, we changed our recommendation to make the second address question less specific, asking for physical location for people who do not have an address (which could apply to a person experiencing homelessness or to a person living in an extremely rural area).

In the end, both recommendations to have new questions on physical location and experiencing homelessness were rejected by the sponsor because they would add new data items to the questionnaire and there was not time to fully test the new items prior to implementation. Instead, the team decided to add a more explicit instruction on the first page telling people experiencing homelessness exactly how to report.

The final recommendation in this area was to remove redundant instructions “Print address below. Please complete all that apply” located just above the homelessness box. This recommendation was made primarily to reduce the “clutter” on the form, and hopefully will make the checkbox for people with no address more visible. This recommendation was accepted by the team. The resulting question and response fields are shown in Figure 4.

1. What is the full address of the place you were living on April 1, 2010? If you have more than one residence, provide the address of the place where you live most of the time.

Mark this box if you had no address on Thursday, April 1, 2010. Use the boxes below to identify the location where you stayed. Include city, county, state, ZIP Code, and any other information such as street or park name.

House number

Street name

Apartment number

Rural route address

City

State

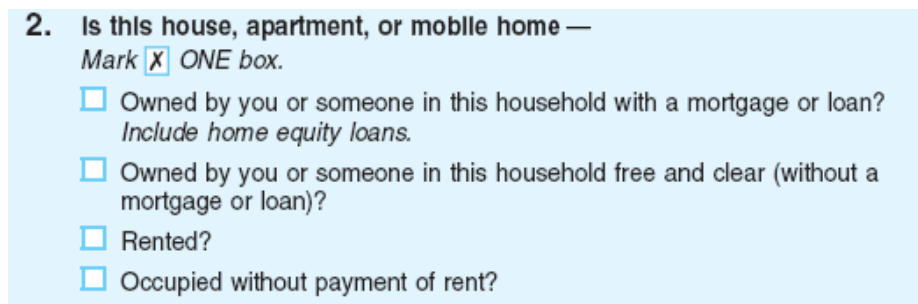
ZIP Code

County

Figure 4: Revised Address Question and Response Fields

3.3 Ownership Question

The ownership question was presented on the second page of the Be Counted form as shown in Figure 5.



2. Is this house, apartment, or mobile home —
Mark ONE box.

- Owned by you or someone in this household with a mortgage or loan?
Include home equity loans.
- Owned by you or someone in this household free and clear (without a mortgage or loan)?
- Rented?
- Occupied without payment of rent?

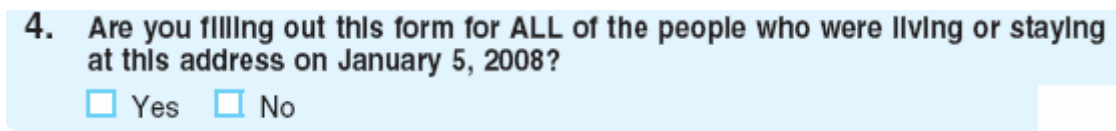
Figure 5: Tested Ownership Question

Findings: Some respondents also encountered difficulties with the ownership question. Respondents who own or rent a place themselves did not have difficulty answering this question. However, some groups of respondents found it more difficult to provide an answer. First, respondents who stay in group quarters facilities or who provided the address of a soup kitchen could not find a sensible answer because they neither own nor rent and they did not identify with the category “occupied without payment of rent.” The question was often left blank in this situation. Second, respondents who rented a room or a separate part of the house from owners tended to respond for their personal situations, and not for everyone in the entire house. Thus, they provided the information that the unit was rented, when in fact it was owned by someone else living in another unit contained in the same address. It is not clear how these data might be used when they are received from a partial household or whether it would create any significant distortion in housing ownership data.

We do not have any recommendations to fix these problems; we just want to note that the resulting data could be problematic, especially when data is received from a partial household.

3.4 Part/Whole Household Question

The part/whole household question was presented on the second page of the Be Counted form as shown in Figure 6.



4. Are you filling out this form for ALL of the people who were living or staying at this address on January 5, 2008?

Yes No

Figure 6: Tested Part/Whole Household Question

The goal of this question is to discern whether the Be Counted form is for an entire unit, or a part of a unit. For example, the entire housing unit could have not received a questionnaire, and this would be a whole household report. Alternatively, a boarder who rents a room may know that he was left off of the family’s census form, thus he would report that he was completing the questionnaire for only part of the household.

Findings: This question was problematic for some respondents. When respondents lived in doubled-up households, such as separate basement or “mother-in-law” apartments, it was unclear if ALL should include persons in the other household or not. If the respondent thinks only about his own part of the house (the basement, for example), he might answer “yes.” But the same respondent might answer “no” if he also considers the other group of people that live in another part of the house. We observed during testing that respondents who were in essentially the same situation answered this question in different ways. This unpredictable response is the hallmark of a question that does not function well.

Many respondents chose to include only persons within their own, familial household when they answered this question. Thus, they answer ‘yes’ to this question, even if others live in the house. The form then appears to say that “ALL” of the people in the house are listed on the form. However, it is likely that another census form may exist, with a completely different roster of people, representing people in the other household. We perceive a risk that the processing procedures may delete one of these returns, because two completely different households reported from the same address. This leads to the possibility that one or the other form will be selected and the other household will not be counted, leading to omissions.

Some respondents who were staying in shelters were also confused by this question. They reported thinking that this item suggested that they might be required to include other residents, such as friends, who were also staying at the shelter, who they otherwise might not have listed on the form. In some instances, this caused them to complete the form for other people for whom they did not have complete information.

Though it was not a major stumbling block, it was noted that this question is a little more difficult for persons who live alone, since they must decide if one person was “ALL” the people living or staying at an address.

We suspect that some of the difficulties with this question also led to problems interpreting who to list as Person 1, reported in the next section.

Recommendation: We recommend this question be revised and moved to the end of the questionnaire as a wrap-up question. We hypothesize that this question will make more sense after the form is complete. Rather than influencing the completion of the form, respondents would then report on how the form was completed. This recommendation is similar in format to the wrap-up questions used in an experiment with the mailout census form by Martin and Dillman (2007), which obtained an item response rate to the wrap-up questions of 95 percent. We recommend supporting navigation to these questions by adding another sentence to the continuation note at the bottom of each page: “If you are finished turn to the back for the Wrap-up Questions.”

We offered two options for recommended question wording based on discussions with staff who work on processing. We tried to emphasize to the respondent that responding for either the full or a partial household is acceptable. We were concerned that part of the problem with the original question might have been a subtle suggestion in the question wording that “yes” was the “correct” answer. The alternatives that we recommended were:

1. Besides the people you included on this form, are there OTHER people who live at the address you provided?

- Yes
- No

1. Mark the box that best applies.

- I completed this form for ALL people who lived at this address on April 1.**
- There are other people who lived at this address on April 1 who are not listed on this form.**

The sponsor did not accept the recommendation to move this question to the back of the questionnaire because it would have eliminated data collection on Persons 9 and 10 and also would have been too large of a change to implement without a field test. Thus, two versions of the second option above were recommended for another round of testing. Those are as follows:

A. I am completing this form for. . . *Mark one.*

- ALL of the people who lived at this address on April 1.**
- SOME of the people who lived at this address on April 1.**

ALTERNATIVE FOR TESTING:

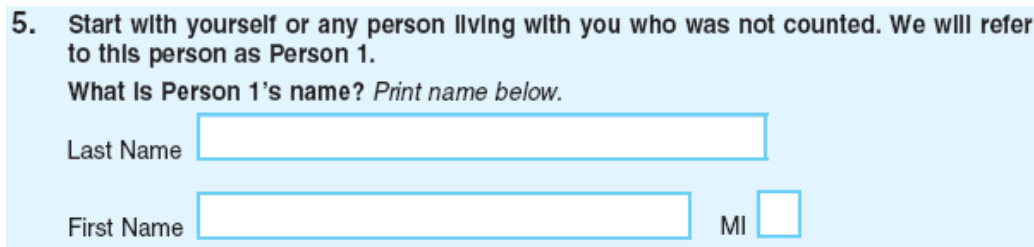
B. Which sentence best describes your situation?

- I am completing this form for ALL of the people who lived at this address on April 1.**
- There are other people who lived at this address on April 1 who will not be listed on this form.**

The goal of this revision to the question was to balance the partial and full household reporting options. Option A above has parallel sentence construction, and some team members prefer this option for that reason. Option B describes how people might state the situation they are in, but is not parallel in structure. For this reason, we recommend cognitively testing both before choosing one. Because there was not further time for testing, this question did not change, but analysts of this question were forewarned that data resulting from it are of questionable quality.

3.5 Person 1 Instruction

The Person 1 instruction was presented on the third page of the Be Counted form and is shown in Figure 7.



5. Start with yourself or any person living with you who was not counted. We will refer to this person as Person 1.
What is Person 1's name? *Print name below.*

Last Name

First Name MI

Figure 6: Tested Person 1 Instruction

The Person 1 instruction is aimed at determining the householder, or the owner or renter. From this person, all household relationships are reckoned and family structure is deduced.

Findings: Respondents had difficulty in understanding the Person 1 instruction as it was tested. This question includes two possible objects: “yourself” or “any person living with you who was not counted.” Respondents often did not absorb both parts of this instruction, even when they read the instruction, including “yourself,” out loud. This indicates to us that it is primarily a memory/attention phenomenon. The part of the instruction that normally stayed in short term memory was the latter part - “any person living with you.” It took some respondents two or three close readings before they understood what they were supposed to do. Such effort to resolve misunderstanding is more likely to occur in cognitive interviews than when respondents actually fill out the form. We believe that in the “real world” most respondents would not take this much time to figure out how to complete the form.

As a result of this confusion, a number of respondents thought that they had to start with someone other than themselves. This was especially confusing for people who live alone. Another respondent started with her children instead of herself, potentially jeopardizing subsequent relationship information (which should be reckoned to an adult householder, not a child). Additionally, one respondent started with her own name, but proceeded with data about her child in this first section due to this confusion.

The use of the term “Person 1” in the question text was sometimes experienced as odd or confusing. It occurs out of context, because there is no indication that the entire page will be about this newly appointed Person 1. Some respondents were confused until they turned the page and saw the headers for Person 2 and Person 5.

Recommendation: We recommend revising the instruction to minimize the conditions presented in each sentence and to stress starting with “yourself,” as this will be the most common occurrence. We recommend a separate sentence for what to do if you are filling it out for someone else. “Start with yourself if you have not been counted. If you are filling this out for someone else, start with any adult staying at this address on April 1, 2010.” Additionally, we recommend putting a Person 1 label in large reverse print, similar to those on the other person columns. This will reduce confusion about who is Person 1 (i.e., Person 1 is the first person listed, not necessarily someone other than the person filling it out).

Based on suggestions from the Population Division, we revised the recommended Person 1 instruction to account for situations in which whole households would be enumerated (and in which relationships should be reckoned to the householder). This recommendation is related to the recommendation above for the new partial/whole household question wording. The final revision of the question, including the Person 1 label, is shown in Figure 7.

Person 1

1. If you are completing this form for ALL of the people living at this address, start with a person living here who owns or rents this house or apartment. Otherwise, start with yourself.

What is Person 1's name? *Print name below.*

Last Name

First Name MI

Figure 7: Revised Instruction for Person 1.

Some concern was expressed about the “Otherwise, start with yourself” instruction, in the instance that the respondent had already been counted. However, we reasoned that if the respondent completes the form correctly, she will mark the "partial" household option (Q4, option 2). Then, even if she lists herself and she has already been counted, the Census Bureau will match this form back to the census form for this address and correct the duplication. We decided that correcting that potential problem would make the question text more complicated and possibly even more difficult to understand.

3.6 Person Pages through Continuation Roster Questions

Findings: The main difficulty that we experienced beyond the Person 1 question was in form navigation, caused by the way that the form is folded.

Some respondents did not fold out the form into a single continuous sheet, but instead tried to treat it as a booklet. As a result, they never found Persons 3 and 4, and went directly from Person 2 to Person 5. This could cause processing difficulties. It could also cause respondents with larger households to put some people on the continuation roster, thus requiring a follow-up interview that would otherwise not be necessary. This problem prevented one of our respondents from listing her whole household on the form. She ended up completing the form only for her 3 children, not herself or her husband.

Recommendation: We think that this form navigation can be supported by changing the continuation instructions at the end of Page 2, instructing respondents to lift the Page to find Person 3. “Lift page up for Person 3 to continue with information about the next person who has not been counted.”

The revised instruction can be seen in Figure 8 and in context on the form in Appendix B.

→ Lift page up for Person 3.....

Figure 8: Revised Navigational Instruction

4. Conclusions

Appendix B shows the revised form in its entirety. There were a number of issues identified through this cognitive testing that could not be corrected given the short amount of time between the cognitive testing and the operational printing deadlines. Because results from cognitive testing indicated the need to completely revise some questions (e.g., the “no address” checkbox on the address question, the part/whole question), there was not sufficient time to make the major changes and test them again. For this reason, minor improvements were made to the questionnaire for the 2010 Census, but other modifications will need to wait until preparations for the 2020 Census.

Acknowledgements

The authors would like to acknowledge and thank Jennifer Beck for conducting cognitive interviews for this research. We also thank Lorraine Randall for her recruitment efforts in this project. We thank Theresa DeMaio, Leah Marshall, Nathan Jurgenson and Anissa Sorokin for comments on an earlier version of this report.

References

- Carter, N. (2002). Be Counted Campaign for Census 2000. Census 2000 Evaluation A.3, September 25, 2002.
- Couper, M., Traugott, M., and Lamias, M. J. (2001). Web Survey Design and Administration. *Public Opinion Quarterly*, 65(2) 230-253.
- Dillman, D. A. (2006). *Individual Census Report: Some Modest Recommendations for Change*. Report for the Census Bureau, November 14, 2006.
- Gerber, E. R., Keeley, C., and Wellens, T. (1997). *The Use of Vignettes in Evaluating Household Roster Information: Does Anybody Read the Rules?* Proceedings of the Joint Statistical Meetings.
- Martin, E. M. and Dillman, D. A. (2007). Does a Final Coverage Check Identify Census Omissions and Reduce Errors? Preliminary Results of an Experiment. U.S. Census Bureau Statistical Research Division Research Report Series, Survey Methodology #2007-22.
- Schwede, L. and Jocuns, A. (2006). *Results of Cognitive Testing of the Individual Census Report (ICR) for the 2006 Census Test*. Internal submitted to the Decennial Management Division, December 5, 2006.
- US Postal Service, July 2006, Postal Addressing Standards, Publication 28. Available at: <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

If you don't have room to list everyone who lives with you and has not been counted, please list the others below. You may be contacted by the Census Bureau for the same information about these people.

Person 6 form with fields for Last Name, First Name, MI, Age on January 5, 2008, Date of Birth, Sex, and Related to Person 1?

Person 7 form with fields for Last Name, First Name, MI, Age on January 5, 2008, Date of Birth, Sex, and Related to Person 1?

Person 8 form with fields for Last Name, First Name, MI, Age on January 5, 2008, Date of Birth, Sex, and Related to Person 1?

Person 9 form with fields for Last Name, First Name, MI, Age on January 5, 2008, Date of Birth, Sex, and Related to Person 1?

Person 10 form with fields for Last Name, First Name, MI, Age on January 5, 2008, Date of Birth, Sex, and Related to Person 1?

FOR OFFICIAL USE ONLY

JIC1 and JIC2 fields for official use only

Thank you for completing your official 2008 Census Test form.

United States Census 2010 2008 Census Test header with U.S. Department of Commerce and U.S. Census Bureau logos

Be Counted!

Who should be listed on this form?

- Include yourself if you have not been counted in the 2008 Census Test.
• Include anyone else who was living with you on January 5, 2008 who has not yet been counted.
• Include family members, nonrelatives, and anyone else who lives and sleeps at your address most of the time and has not been counted. Do not forget babies!

Who should NOT be listed on this form?

- Exclude anyone who has already been counted in the 2008 Census Test.
• Exclude people living away at college or in the Armed Forces.
• Exclude anyone in a nursing home, jail, prison, detention facility, etc., on January 5, 2008. They will be counted elsewhere.

Be sure to provide your complete address.

- If you have more than one residence, provide the address of the place where you live most of the time.
• If you do not have an address, complete this form and provide information on where you stayed on January 5, 2008.

PHOTOCOPIES CANNOT BE ACCEPTED

If you need help completing this form, call 1-866-872-6868 between 9:00 a.m. and 9:00 p.m., Monday through Saturday, and between 11:00 a.m. and 9:00 p.m., Sunday. The telephone call is free.

TDD—Telephone display device for the hearing impaired. Call 1-800-786-9448 between 9:00 a.m. and 9:00 p.m., Monday through Saturday, and between 11:00 a.m. and 9:00 p.m., Sunday. The telephone call is free.

¿NECESITA AYUDA? Si usted necesita ayuda para completar este cuestionario, llame al 1-800-845-8243 entre las 9:00 a.m. y 9:00 p.m., de lunes a sábado, y entre las 11:00 a.m. y 9:00 p.m., los domingos. La llamada telefónica es gratis.

The U.S. Census Bureau estimates that, for the average household, this form will take about 10 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project 0607-0919-DR, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0919-DR" as the subject.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget.

Form DX-10TEST (11-20-2007)

OMB No. 0607-0919-DR: Approval Expires 8/30/2010

U.S. CENSUS BUREAU

Use a blue or black pen.

Start here

PHOTOCOPIES CANNOT BE ACCEPTED

1. What is the full address of the place you were living on January 5, 2008? If you have more than one residence, provide the address of the place where you live most of the time.

Print address below. Please complete all that apply.

- Mark [X] this box if you had no address on Saturday, January 5, 2008. Use the boxes below to identify the location where you stayed. Include city, county, state, ZIP Code, and any other information such as street or park name.

Address form fields including Street address number, Apartment number, Street name, Rural route type and number, Rural route BOX number, PO box number, City, County, State or foreign country, and ZIP Code.

2. Is this house, apartment, or mobile home — Mark [X] ONE box.

- Owned by you or someone in this household with a mortgage or loan? Include home equity loans.
• Owned by you or someone in this household free and clear (without a mortgage or loan)?
• Rented?
• Occupied without payment of rent?

3. What is your telephone number? We may call if we don't understand an answer.

Area Code + Number telephone field

4. Are you filling out this form for ALL of the people who were living or staying at this address on January 5, 2008?

- Yes
• No

5. Start with yourself or any person living with you who was not counted. We will refer to this person as Person 1.

What is Person 1's name? Print name below.

Last Name and First Name fields for Person 1

6. What is Person 1's sex? Mark [X] ONE box.

- Male
• Female

7. What is Person 1's age and what is Person 1's date of birth? Please report babies as age 0 when the child is less than 1 year old.

Print numbers in boxes.

Age on January 5, 2008, Month, Day, and Year of birth fields

NOTE: Please answer BOTH Question 8 about Hispanic origin and Question 9 about race. For this census, Hispanic origins are not races.

8. Is Person 1 of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
• Yes, Mexican, Mexican Am., Chicano
• Yes, Puerto Rican
• Yes, Cuban
• Yes, another Hispanic, Latino, or Spanish origin — Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.

9. What is Person 1's race? Mark [X] one or more boxes.

- White
• Black, African Am., or Negro
• American Indian or Alaska Native — Print name of enrolled or principal tribe.
• Asian Indian
• Chinese
• Filipino
• Other Asian — Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
• Japanese
• Korean
• Vietnamese
• Native Hawaiian
• Guamanian or Chamorro
• Samoan
• Other Pacific Islander — Print race, for example, Fijian, Tongan, and so on.

Some other race — Print race.

Continue with information about the next person who has not been counted.

1. Print name of **Person 2**

Last Name

First Name MI

2. How is this person related to Person 1? Mark ONE box.

- Husband or wife
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roomer or boarder
- Housemate or roommate
- Unmarried partner
- Other nonrelative

3. What is this person's sex? Mark ONE box.

- Male
- Female

4. What is this person's age and what is this person's date of birth?

Please report babies as age 0 when the child is less than 1 year old. Print numbers in boxes.

Age on January 5, 2008 Month Day Year of birth

→ NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races.

5. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

6. What is this person's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.*

- Asian Indian
- Chinese
- Filipino
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.*

- Some other race — *Print race.*

→ Continue with information about the next person who has not been counted.

1. Print name of **Person 3**

Last Name

First Name MI

2. How is this person related to Person 1? Mark ONE box.

- Husband or wife
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roomer or boarder
- Housemate or roommate
- Unmarried partner
- Other nonrelative

3. What is this person's sex? Mark ONE box.

- Male
- Female

4. What is this person's age and what is this person's date of birth?

Please report babies as age 0 when the child is less than 1 year old. Print numbers in boxes.

Age on January 5, 2008 Month Day Year of birth

→ NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races.

5. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

6. What is this person's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.*

- Asian Indian
- Chinese
- Filipino
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.*

- Some other race — *Print race.*

→ Continue with information about the next person who has not been counted.

1. Print name of **Person 4**

Last Name

First Name MI

2. How is this person related to Person 1? Mark ONE box.

- Husband or wife
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roomer or boarder
- Housemate or roommate
- Unmarried partner
- Other nonrelative

3. What is this person's sex? Mark ONE box.

- Male
- Female

4. What is this person's age and what is this person's date of birth?

Please report babies as age 0 when the child is less than 1 year old. Print numbers in boxes.

Age on January 5, 2008 Month Day Year of birth

→ NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races.

5. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

6. What is this person's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.*

- Asian Indian
- Chinese
- Filipino
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.*

- Some other race — *Print race.*

→ Continue with information about the next person who has not been counted.

1. Print name of **Person 5**

Last Name

First Name MI

2. How is this person related to Person 1? Mark ONE box.

- Husband or wife
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roomer or boarder
- Housemate or roommate
- Unmarried partner
- Other nonrelative

3. What is this person's sex? Mark ONE box.

- Male
- Female

4. What is this person's age and what is this person's date of birth?

Please report babies as age 0 when the child is less than 1 year old. Print numbers in boxes.

Age on January 5, 2008 Month Day Year of birth

→ NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races.

5. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*

6. What is this person's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.*

- Asian Indian
- Chinese
- Filipino
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.*

- Some other race — *Print race.*

→ Continue with information about the next person who has not been counted.

If you don't have room to list everyone who lives with you and has not been counted, please list the others below. You may be contacted by the Census Bureau for the same information about these people.

Person 6 form with fields for Last Name, First Name, MI, Age on April 1, 2010, Date of Birth, Sex, and Related to Person 1?

Person 7 form with fields for Last Name, First Name, MI, Age on April 1, 2010, Date of Birth, Sex, and Related to Person 1?

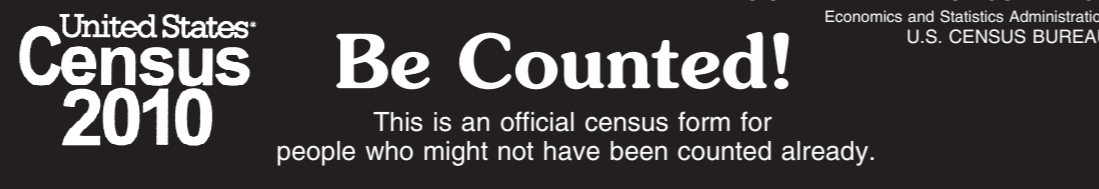
Person 8 form with fields for Last Name, First Name, MI, Age on April 1, 2010, Date of Birth, Sex, and Related to Person 1?

Person 9 form with fields for Last Name, First Name, MI, Age on April 1, 2010, Date of Birth, Sex, and Related to Person 1?

Person 10 form with fields for Last Name, First Name, MI, Age on April 1, 2010, Date of Birth, Sex, and Related to Person 1?

Thank you for completing your official 2010 Census form. FOR OFFICIAL USE ONLY JIC1 JIC2

Appendix B: Revised Form



Who should be listed on this form?

- Include yourself if you have not been counted in the 2010 Census.
• Include anyone else who was living with you on April 1, 2010 who has not yet been counted.
• Include family members, nonrelatives, and anyone else who lives and sleeps at your address most of the time and has not been counted. Do not forget babies!

Who should NOT be listed on this form?

- Do NOT include anyone who has already been counted in the 2010 Census.
• Do NOT include people living away at college or in the Armed Forces. We will count them at those places.
• Do NOT include anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2010. We will count them at those places.

Provide your complete address.

- If you do not have an address, mark the box under Question 1 and provide as much information as possible about the place you were staying on April 1, 2010.
• If you have more than one residence, provide the address of the place where you live most of the time.
• Please do not provide a PO box address. The Census Bureau needs to know the location of where each person was living or staying on April 1, 2010.

If you need help completing this form, call 1-866-872-6868 between 8:00 a.m. and 9:00 p.m., 7 days a week. The telephone call is free.

TDD — Telephone display device for the hearing impaired. Call 1-866-783-2010 between 8:00 a.m. and 9:00 p.m., 7 days a week. The telephone call is free.

¿NECESITA AYUDA? Si usted necesita ayuda para completar este cuestionario, llame al 1-866-928-2010 entre las 8:00 a.m. y 9:00 p.m., 7 días a la semana. La llamada telefónica es gratis.

The U.S. Census Bureau estimates that, for the average household, this form will take about 10 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project 0607-0919-C, U.S. Census Bureau, AMSD-3K138, 4600 Silver Hill Road, Washington, DC 20233.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget.

OMB No. 0607-0919-C: Approval Expires 12/31/2011 Form D-10 (4-8-2009)

U.S. CENSUS BUREAU

Use a blue or black pen. Start here PHOTOCOPIES CANNOT BE ACCEPTED

1. What is the full address of the place you were living on April 1, 2010? If you have more than one residence, provide the address of the place where you live most of the time.

Mark [X] this box if you had no address on Thursday, April 1, 2010. Use the boxes below to identify the location where you stayed. Include city, county, state, ZIP Code, and any other information such as street or park name.

Address form with fields for House number, Street name, Apartment number, Rural route address, City, State, ZIP Code, and County.

2. Is this house, apartment, or mobile home — Mark [X] ONE box.

- Owned by you or someone in this household with a mortgage or loan? Include home equity loans.
• Owned by you or someone in this household free and clear (without a mortgage or loan)?
• Rented?
• Occupied without payment of rent?

3. What is your telephone number? We may call if we don't understand an answer.

Area Code + Number field with hyphens.

4. Are you filling out this form for ALL of the people who were living or staying at this address on April 1, 2010?

- Yes
• No

Person 1

1. If you are completing this form for ALL of the people living at this address, start with a person living here who owns or rents this house or apartment. Otherwise, start with yourself.

Person 1 name form with fields for Last Name, First Name, MI.

2. What is Person 1's sex? Mark [X] ONE box. Male Female

3. What is Person 1's age and what is Person 1's date of birth? Please report babies as age 0 when the child is less than 1 year old.

Age on April 1, 2010 and Date of Birth fields.

NOTE: Please answer BOTH Question 4 about Hispanic origin and Question 5 about race. For this census, Hispanic origins are not races.

4. Is Person 1 of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
• Yes, Mexican, Mexican Am., Chicano
• Yes, Puerto Rican
• Yes, Cuban
• Yes, another Hispanic, Latino, or Spanish origin — Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.

5. What is Person 1's race? Mark [X] one or more boxes.

- White
• Black, African Am., or Negro
• American Indian or Alaska Native — Print name of enrolled or principal tribe.
• Asian Indian
• Chinese
• Filipino
• Other Asian — Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
• Japanese
• Korean
• Vietnamese
• Native Hawaiian
• Guamanian or Chamorro
• Samoan
• Other Pacific Islander — Print race, for example, Fijian, Tongan, and so on.

Some other race — Print race.

Continue with information about the next person who has not been counted.



1. Print name of **Person 2**

Last Name

First Name MI

2. How is this person related to Person 1? Mark ONE box.

- Husband or wife
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roomer or boarder
- Housemate or roommate
- Unmarried partner
- Other nonrelative

3. What is this person's sex? Mark ONE box.

- Male
- Female

4. What is this person's age and what is this person's date of birth?

Please report babies as age 0 when the child is less than 1 year old.

Print numbers in boxes.

Age on April 1, 2010 Month Day Year of birth

→ NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races.

5. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.* ↘

6. What is this person's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.* ↘

- Asian Indian
- Chinese
- Filipino
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.* ↘
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.* ↘

- Some other race — *Print race.* ↘

→ Lift page up for Person 3.....

1. Print name of **Person 3**

Last Name

First Name MI

2. How is this person related to Person 1? Mark ONE box.

- Husband or wife
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roomer or boarder
- Housemate or roommate
- Unmarried partner
- Other nonrelative

3. What is this person's sex? Mark ONE box.

- Male
- Female

4. What is this person's age and what is this person's date of birth?

Please report babies as age 0 when the child is less than 1 year old.

Print numbers in boxes.

Age on April 1, 2010 Month Day Year of birth

→ NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races.

5. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.* ↘

6. What is this person's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.* ↘

- Asian Indian
- Chinese
- Filipino
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.* ↘
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.* ↘

- Some other race — *Print race.* ↘

→ Continue with information about the next person who has not been counted.

1. Print name of **Person 4**

Last Name

First Name MI

2. How is this person related to Person 1? Mark ONE box.

- Husband or wife
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roomer or boarder
- Housemate or roommate
- Unmarried partner
- Other nonrelative

3. What is this person's sex? Mark ONE box.

- Male
- Female

4. What is this person's age and what is this person's date of birth?

Please report babies as age 0 when the child is less than 1 year old.

Print numbers in boxes.

Age on April 1, 2010 Month Day Year of birth

→ NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races.

5. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.* ↘

6. What is this person's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.* ↘

- Asian Indian
- Chinese
- Filipino
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.* ↘
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.* ↘

- Some other race — *Print race.* ↘

→ Continue with information about the next person who has not been counted.

1. Print name of **Person 5**

Last Name

First Name MI

2. How is this person related to Person 1? Mark ONE box.

- Husband or wife
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roomer or boarder
- Housemate or roommate
- Unmarried partner
- Other nonrelative

3. What is this person's sex? Mark ONE box.

- Male
- Female

4. What is this person's age and what is this person's date of birth?

Please report babies as age 0 when the child is less than 1 year old.

Print numbers in boxes.

Age on April 1, 2010 Month Day Year of birth

→ NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races.

5. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.* ↘

6. What is this person's race? Mark one or more boxes.

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — *Print name of enrolled or principal tribe.* ↘

- Asian Indian
- Chinese
- Filipino
- Other Asian — *Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.* ↘
- Japanese
- Korean
- Vietnamese
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — *Print race, for example, Fijian, Tongan, and so on.* ↘

- Some other race — *Print race.* ↘

→ Continue with information about the next person who has not been counted.

