

INSTRUCTIONS – PLEASE PRINT

*optional fields

1. **VERIFY** and/or complete all information listed on the form. See below for specific instructions for each item.
2. Make **CHANGES** in the **LINE BELOW** the printed line.
3. **ADD NEW MEMBERS** to the family or household by entering name & information on a blank line at the end of form.
4. **DELETIONS** – Put a line through name of any resident no longer residing at this address and complete moved section.
5. **SIGN / DATE and RETURN this form within 10 days of receipt.**

RESIDENT ADDRESS – If your resident address is incorrect, make the change in the space to the right of the incorrect address.

PHONE NUMBER* – Please print and/or verify your phone number in the indicated space. Unlisted #'s are indicated with a "Y".

A – NAMES OF ALL FAMILY / HOUSEHOLD MEMBERS AT THIS ADDRESS – Be sure to include ALL family or household members whose legal address is the same. Include any member of the family in Military Service, away at school or confined to a rest home. If a NEW member has been added to the family or household, enter the name & information in the blank space provide on the form.

B – MAIL TO * – This is the designated individual to whom this form has been sent. If you wish to change your designated "mail to" contact, please place a "Y" next to the name of the selected individual. ONLY ONE "HEAD OF HOUSEHOLD" may be designated.

C – DATE OF BIRTH - MM=Month, DD=Day, YYYY=Year. If your date of birth is blank or incorrect, please note change.

D – OCCUPATION – Indicate/verify your occupation, not your place of employment.

E – Political Party – Registered voters will have a code indicating enrollment status in this column; "R" Republican, "D" Democrat, "L" Libertarian and "U" for Unenrolled (Independent). All other letters represent political party designations. You cannot use this form to register to vote or change political enrollment.

F – NATIONALITY – Complete only if you are NOT a U. S. Citizen, please indicate/verify your nationality.

G – MOVED – Place an "M" to indicate the resident has Moved. You MUST also provide a new address for moved registered voters along with their signature for it to be processed
(Complete the Moved voter section on the bottom of the form).

H – DECEASED – Place a "D" in the column to indicate the resident is deceased.

I – VETERAN – A "Y" indicates you are a veteran of the U. S. Armed Forces.

COMPLETE YOUR ANNUAL CENSUS FORM TO MAINTAIN YOUR ACTIVE VOTER STATUS

INACTIVE VOTERS

Registered voters who do not respond to the annual street listing by June 1st are considered inactive. Inactive voters are required to complete additional forms & show an ID at elections in order to vote. Completing these forms at an election does NOT update your census -- you MUST return a census form to become active and avoid completing these forms at future elections.

DELETING VOTERS

Inactive voters who DO NOT respond to the census confirmation mailing and DO NOT vote for 4 consecutive years are deleted from the voting list.

WHY AM I RECEIVING MULTIPLE CENSUS FORMS?

If everyone in your family is NOT appearing on the same census form and you are receiving multiple forms, at some point we were notified that someone in your household had moved but a new address was not provided (see MOVED section above). Simply send back all the forms together and note one household on the form or write in the missing people on the form with the head of household to receive a single census form in the future.