

2020 Census LUCA Form Number to Document Name Crosswalk

Form Number	Document Name
D-2002	2020 Census LUCA Registration Form
D-2003	2020 Census LUCA Local Government Product Preference Form
D-2003(SG)	2020 Census LUCA State Government Product Preference Form
D-2004	2020 Census LUCA Confidentiality and Security Guidelines
D-2005	2020 Census LUCA Confidentiality Agreement Form
D-2006	2020 Census LUCA Self-Assessment Checklist
D-2013	2020 Census LUCA Registration Instructions
D-2060	2020 Census LUCA Local Government Invitation Letter
D-2061	2020 Census LUCA State Government Invitation Letter
D-2101	2020 Census LUCA Information Guide

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Entity ID
Government Name



REGISTRATION FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)

A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)

- YES** Our government is registering for LUCA. – Complete Sections B and C.
- NO** Our government is not registering for LUCA. – Complete Section B and mark an (X) for each reason that applies:

<input type="checkbox"/> a. Another level of government (state or county) that includes our jurisdiction is participating in LUCA	<input type="checkbox"/> f. Concerns about Census Bureau Title 13 materials
<input type="checkbox"/> b. Insufficient staff	<input type="checkbox"/> g. Restrictions on using Census Bureau Title 13 materials for other purposes
<input type="checkbox"/> c. Lack of funds	<input type="checkbox"/> h. Other reason – Specify (Please print) ↘
<input type="checkbox"/> d. No time/too busy	
<input type="checkbox"/> e. No local address list available	

Thank you for your comments. We will use them to help improve future LUCA operations.

B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION

- Printed name of Tribal Chair or Highest Elected Official/Appointed Official – First, middle initial, last
- Signature of Tribal Chair or Highest Elected Official/Appointed Official

Date
Month Day Year
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
- Position – (e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate) – Please print
- Physical/Mailing address

Number and street name			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
- Telephone

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
- Email address

C. LIAISON INFORMATION – Designate your LUCA Liaison.

This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.

Complete this section only if you are participating in LUCA

- Name – (Please print)
- Department, Organization, or Agency name – (e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate)
- Position – (e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate)
- Physical/Mailing address

Number and street name			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
- Telephone

Area code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
- Email address

Complete this form and return it along with the completed, signed copies of the Product Preference Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

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**PRODUCT PREFERENCE FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)**

Please mark (X) to select a product preference format (Choose #1 OR #2 below)

1. **GUPS** – The Census Bureau’s Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau’s address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.

OR

2. Select **one** address list format in **Section A** and **one** map format in **Section B**.

A. Address List – Select Digital or Paper

Digital – Requires the use of a spreadsheet or database software. We will provide the files in Excel Comma Delimited Text (.csv) format.

OR

Paper – Available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum). Choose **one** address sort preference below:

- Census Tract#/Block#/Street Name/House#/Unit#
- Street Name/House#/Unit/Census Tract#/Census Block# (alphanumeric sort)

You may access the current number of addresses by census block the Census Bureau has on file for your jurisdiction at <http://www.census.gov/geo/partnerships/luca.html>.

B. Maps – Select Digital or Paper

Digital – Partnership shapefiles that require the use of GIS software. Address structure points are **not** included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.

OR

Paper/PDF – Large format paper map(s) (42" x 36") with a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Title 13 requirements apply.

OR

Paper – Large format paper map(s) (42" x 36") only. This does **not** include a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Non-Title 13.

Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You must select Paper/PDF to review the address structure points.

**LUCA Liaison Package Delivery Address.
Title 13 materials must be delivered to the LUCA liaisonPlease print.**

Liaison Name

Department, Organization, or Agency name

Physical/ Mailing address	Number and street name		
	City	State	ZIP Code
	_____	_____	_____

Telephone	Area code		Number		Extension	
_____	____	____	____	____	____	____

Email address _____

Name of the Person Completing This Form(Please print)

Name	Telephone
_____	Area code Number Extension
_____	____ - ____ - ____

Email address _____ Date _____

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.

C. County(ies) Selection – Continued

X	County Code	County Name	X	County Code	County Name	X	County Code	County Name

Remarks



Confidentiality and Security Guidelines

2020 Census Local Update of Census Addresses Operation (LUCA)

1. Introduction

Federal law, under Title 13 of the United States Code (U.S.C.), requires the U.S. Census Bureau to maintain the confidentiality of the information it collects. The Census Bureau takes this responsibility very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that any individuals with access to Title 13 materials adhere to the prescribed confidentiality and security guidelines.

2. Title 13, U.S. Code

Chapter 1, Section 9 of Title 13, U.S. Code states: "Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title . . .

- 1) use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or
- 2) make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or
- 3) permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."

In 1994, under Public Law 103-430, the U.S. Congress amended Chapter 1 of Title 13 to allow the local government census liaison to review and update the Census Bureau's address information for their jurisdiction. Although the amendment allows official local government access, the amendment reaffirmed the confidential nature of the Census Bureau's address information. Census information protected under Title 13 includes:

- Everything on a completed or partially completed questionnaire or any information obtained in a personal or telephone interview.
- Individual addresses maintained by the Census Bureau, including those shared with governments through the 2020 Census Local Update of Census Addresses Operation (LUCA).
- Digital or paper maps with latitude/longitude coordinate data that identify the location of living quarters (structure points).

The penalty for the wrongful disclosure or release of information protected by Title 13 is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both, as set by Section 214 of the Code and the Uniform Sentencing Act of 1984.

Title 13 U.S.C. does not apply to generalized address information, such as address range data available in the Census Bureau's digital products or address counts by census block.

3. *The Confidentiality Agreement*

To participate in LUCA, a government must designate a LUCA liaison. The LUCA liaison, LUCA reviewers, and *anyone* with access to Title 13 materials must sign the *Confidentiality Agreement*. The Census Bureau will not deliver LUCA materials to a participant until we have received the completed and signed *Confidentiality Agreement and the Confidentiality and Security Checklist*.

The Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction's address list or database.

A signature on the *Confidentiality Agreement* constitutes a legal agreement by each individual to keep confidential Census Bureau Title 13 data and abide by the security guidelines outlined below. While access to Title 13 materials is temporary, the commitment to keep the information confidential is effective for a lifetime.

4. *Security Guidelines*

The LUCA liaison accepts the responsibility for protecting and safeguarding the LUCA materials. The liaison must restrict access to the Census Bureau's information covered under Title 13 to those individuals who have signed the *Confidentiality Agreement*.

4.1 *Protecting Digital Title 13 Materials*

Operating systems, programs, applications, and data are collectively referred to as Information Technology (IT) systems in this document. Any IT systems used for LUCA participation must be accessible only to those who have signed the *Confidentiality Agreement*. Your IT systems should restrict the read, write, and delete functions to all Title 13 materials.

Digital Guidelines

- Construct electronic security profiles to allow only the LUCA liaison and the LUCA reviewers to access Title 13 materials. Test your security to ensure that access is restricted.
- Use file encryption and passwords to protect all digital Title 13 materials at all times. Encrypt files using the *Advanced Encryption Standard* (AES) with key length of 256 bits.
- Do not leave computers with Title 13 materials unattended. Log-off computers, lock terminals, and lock the room when not in use.
- Label all digital media and every printed page of any paper materials produced from Title 13 digital media with the following:

“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”
- Do not send backup digital media off-site. Store in a secured area. **Do not mix, store, or back-up LUCA data with other data.**
- Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data minimally three times using a commercial disk utility program.
- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

4.1 Protecting Digital Title 13 Materials – Continued

Password Guidelines

The IT systems must use logon routines that require a user-ID and password that conform to the following guidelines:

- Unique user-ID and password required for the LUCA liaison, the LUCA reviewers, and anyone who has signed the *Confidentiality Agreement*.
- Must consist of at least twelve, nonblank characters consisting of at least one alphabet letter and either one number or one special character (for example: \$,*, or &).
- Reject passwords that are the same as the user-ID or that have been used within the last six months.
- Encrypt passwords.
- Disable passwords after three failed attempts.
- Mask passwords.
- Require password changes every 90 days or immediately, if compromised.
- Require user to change an assigned password to a unique password the first time the user accesses a new account.

4.2 Protecting Paper Title 13 Materials

- Do not leave Title 13 materials unattended. Secure all Title 13 materials in a locked room. If possible, store Title 13 materials in locked desks or cabinets.
- Copy only the Title 13 materials necessary to complete the LUCA review. Do not leave the copy machine unattended while making copies. All copied materials containing Title 13 information must bear the statement:

“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”

- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

4.3 Reporting an Incident

If you discover that any Title 13 materials have been viewed by unauthorized persons or are missing from your inventory, you must:

- 1) Contact the Census Bureau through the Census Incident Response Team (CIRT) at (301) 763–3333 **within 24 hours**. You must provide the following information:
 - Jurisdiction Name.
 - Date and time of the incident.
 - Name of the contact person.
 - Phone number of contact person.
 - Site address of incident.
- 2) Immediately secure all remaining materials. Prohibit any further access, by anyone, including the LUCA liaison and anyone who signed the *Confidentiality Agreement*. Census Bureau staff will contact your office within 48 hours with information on how to proceed.

4.4 On-site Visits

The Census Bureau may make an on-site visit to review a participant's security procedures. The Census Bureau will strive not to disrupt office operations. A visit may include a review of:

- Storage and handling of Title 13 materials.
- Employee access to Title 13 materials.
- Physical safeguard of stored Title 13 materials.
- IT Systems, including use of passwords.
- Employee awareness of their responsibilities to Title 13 materials.

4.5 Destruction of Census Bureau Confidential Materials

After the entire LUCA operation has concluded, **all** Title 13 materials must be **destroyed** (preferred method) or **returned** according to the Census Bureau's specific guidelines.

The LUCA liaison is required to verify the destruction or return of any Title 13 materials, both paper and digital, including all paper copies, backup files, etc., by signing and returning the *Destruction or Return of Title 13, U.S.C. Materials form*. In addition, anyone who signed the *Confidentiality Agreement* is required to sign this form once their participation in LUCA has ended. Should any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* is unable to sign and date the form, the current liaison must sign and date on their behalf.

Only individuals who signed the Confidentiality Agreement are permitted to destroy Title 13 materials:

- Never deposit Title 13 materials in a trash or recycle container, or dispose of information in a landfill before destruction procedures are completed.
- Destruction must prevent recognition or reconstruction of paper or digital Title 13 materials. Use one of the following methods:
 - Shredding or pulping.
 - Chemical decomposition.
 - Pulverizing (such as, hammer mills, choppers, etc.).
 - Burning (facility approved by the Environmental Protection Agency).
 - Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data minimally three times using a commercial disk utility program.
 - Clearing or sanitizing all print servers and multifunction printing or scanning devices with stored images or print files containing Title 13 data.
 - Destroying CDs and DVDs using a shredder or other method suitable for rendering them un-usable.

Note: Hand tearing is an **unacceptable** method of disposal before destruction.

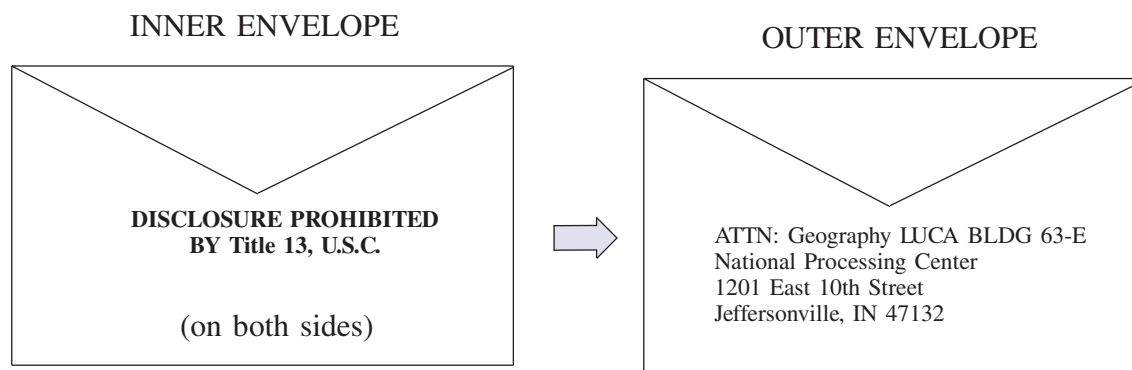
See the National Institute of Standards and Technology, Special Publication 800-88, Revision 1, [*Guidelines for Media Sanitization*](#) for further information on acceptable methods for digital media and office equipment sanitization.

<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>

4.6 Returning Census Bureau Title 13 Materials

After the entire LUCA operation has concluded, **all** Title 13 materials must be **destroyed** (preferred method) or **returned** according to the Census Bureau's specific guidelines. If you choose to return the Title 13 materials rather than destroying them, follow these guidelines:

- 1) Ship the Title 13 materials, double-wrapping them by using an inner and an outer envelope (or container), one within the other. These should be durable enough to prevent someone from viewing or tampering with the enclosed material.
- 2) Label both sides of the inner envelope (or container) with the notice:
“DISCLOSURE PROHIBITED BY Title 13, U.S.C.”
- 3) Place the inner envelope (or container) into the outer envelope.
- 4) **Use the mailing label that was included in the initial mail-out of materials.** If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you.
- 5) Include with the returned materials, a signed D-2012, *Destruction or Return of Title 13, U.S.C. Materials Form*. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form.
- 6) If you do not use the mailing label, ship using a service that provides tracking information, such as U.S. Postal Service trackable delivery, FedEx, United Parcel Service (UPS), or similar service.





**CONFIDENTIALITY
AGREEMENT FORM**
**2020 CENSUS LOCAL UPDATE OF
CENSUS ADDRESSES OPERATION (LUCA)**

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Entity ID
Government Name

A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION

All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps.

All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understand the Census Bureau's *Confidentiality and Security Guidelines* for LUCA. In addition, those who sign the agreement swear, under penalty of perjury, to maintain the confidentiality of Census Bureau materials protected under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.

By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.

B. LIAISON INFORMATION

Liaison's Printed Name	Area code	Telephone number	Ext
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Liaison's Signature	Date		
<input type="text"/>	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of LUCA Liaison's Office, Department, or Agency – <i>(Assessor's Office, Planning Department, Regional Planning Agency, etc.)</i> – Please print			
<input type="text"/>			
Address of LUCA Liaison's Office, Department, or Agency – <i>(House number and street name, RR or HC, and box number)</i> – Please print			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			

C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS

Printed name	Area code	Telephone number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
<input type="text"/>	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – <i>(House number and street name, RR or HC, and box number)</i> – Please print			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			
Printed name	Area code	Telephone number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
<input type="text"/>	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – <i>(House number and street name, RR or HC, and box number)</i> – Please print			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			

Section C continued on the reverse

C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS - Continued

Printed name	Area code	Telephone number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
<input type="text"/>	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			

Printed name	Area code	Telephone number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
<input type="text"/>	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			

Printed name	Area code	Telephone number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
<input type="text"/>	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			

Printed name	Area code	Telephone number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
<input type="text"/>	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print			
<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA 63-E, National Processing Center, 1201 East 10th St., Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at GEO.2020.LUCA@census.gov

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



**SELF-ASSESSMENT CHECKLIST
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)**

Entity ID	
Government Name	

PROTECTING CENSUS BUREAU TITLE 13 MATERIALS	Confidentiality & Security Guidelines Reference	Circle Y, N or NA		
1. Do you understand that the Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction address data base?	3	Y	N	
2. Will you store Title 13 materials in a secure location?	4.1, 4.2	Y	N	
3. Will you secure Title 13 materials to prevent unauthorized staff from accessing these materials? This includes staff members other than those who signed the Confidentiality Agreement, that have access to the offices, cabinets, or other areas where Title 13 materials are stored.	4.1, 4.2	Y	N	
4. Will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement to access the Census Bureau's Title 13 materials, if the Title 13 information is placed on a shared computer system? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	N	NA
5. Will you ensure that your IT system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 materials to only those individuals that signed the Confidentiality Agreement? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	N	NA
6. Will you assign an encrypted, unique user-ID and password for each LUCA liaison, reviewer, and anyone with access to Title 13 materials? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	N	NA
7. Will you keep Title 13 data separate from your other data? Title 13 data cannot be backed-up, mixed with, nor stored with other data? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y	N	NA

REPORTING AN INCIDENT	Confidentiality & Security Guidelines Reference	Circle Y or N		
8. Will you report to the Census Bureau all violations of unauthorized viewing or loss of Title 13 materials within 24 hours of discovery?	4.3	Y	N	

ON-SITE VISITS	Confidentiality & Security Guidelines Reference	Circle Y or N		
9. Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title materials?	4.4	Y	N	

DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS	Confidentiality & Security Guidelines Reference	Circle Y or N		
10. Will you destroy (the preferred method) or return the Title 13 materials according to the approved destruction or return methods outlined in the Confidentiality and Security Guidelines?	4.5, 4.6	Y	N	

LUCA Liaison Signature

LUCA Liaison Name (Print)	Date
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Complete this form and return it along with the completed, signed copies of the Registration Form, Confidentiality Agreement, and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at GEO.2020.LUCA@census.gov.

**Instructions to Register for the
2020 Local Update of Census Addresses Operation (LUCA)**

A. To help you make an informed decision to participate in the 2020 LUCA Operation, please read:

- 1. 2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide**
 - 2. Confidentiality and Security Guidelines**
-

B. There are four (4) forms to complete for the LUCA registration.

To begin your registration process, complete the forms you received in your invitation package and return them to the Census Bureau in the postage paid, preaddressed enclosed envelope. If you prefer, you may scan your completed, signed forms and email them to GEO.2020.LUCA@census.gov.

1. Registration Form

1.1 If you are participating in LUCA:

- In Section **A.1**, mark **X**, “**YES** Our government is registering for LUCA.” *Complete Sections B and C.*
- In Section **B.**, “Signature of Tribal Chair or Highest Elected/Appointed Official Responding to the LUCA Invitation” provide:
 - i. The printed name and signature of the Tribal Chair or Highest Elected/Appointed Official
 - ii. Position
 - iii. Physical/Mailing address
 - iv. Telephone number
 - v. Email address
- In Section **C**, the Tribal Chair or Highest Elected/Appointed Official designates a LUCA Liaison and provides the LUCA Liaison’s:
 - i. Printed name
 - ii. Department, organization, or agency name
 - iii. Position
 - iv. Physical/Mailing Address
 - v. Telephone number
 - vi. Email address
- Please refer to sections 2 through 4 on the following page for instructions on how to complete the remaining three forms.

1.2 If you are designating a higher level of government (state or county) to participate on your government’s behalf as your LUCA Liaison:

- In section **A.1**, mark **X**, “**YES** Our government is registering for LUCA.” *Complete Sections B and C.*
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B**.
- In section **C**, the Tribal Chair or Highest Elected/Appointed Official designates the LUCA Liaison.
- The LUCA Liaison is required to complete and sign the Confidentiality Agreement Form, Product Preference Form, and Self-Assessment Checklist.
- Please return all four forms to the Census Bureau in the postage-paid, preaddressed envelope, or you may scan your completed forms and email them to GEO.2020.LUCA@census.gov.

1.3 If you are designating a Regional Planning Agency, Council of Governments, or other organization as your LUCA Liaison:

- In section **A.1**, mark **X**, “**YES** Our government is registering for LUCA.” *Complete Sections B and C.*
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B**.
- In section **C**, the Tribal Chair or Highest Elected/Appointed Official designates the LUCA Liaison.
- The LUCA Liaison is required to complete and sign the Confidentiality Agreement Form, Product Preference Form, and Self-Assessment Checklist.
- Please return all four forms to the Census Bureau in the postage-paid, preaddressed envelope, or you may scan your completed forms and email them to GEO.2020.LUCA@census.gov.

1.4 If a higher level of government (state or county), that includes your jurisdiction is participating in LUCA:

- In section **A.2**, mark **X**, “**NO**, Our government is not registering for LUCA.” *Complete Section B.*
- Select **a**, Another level of government (state or county) that includes our jurisdiction is participating in LUCA.
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B**.
- Please return the form to the Census Bureau in the pre-addressed, postage-paid envelope, or you may scan your completed form and email it to GEO.2020.LUCA@census.gov.

NOTE: If you are not participating in LUCA, you do not have to complete and return the remaining three forms (Confidentiality Agreement Form, Product Preference Form, or the Self-Assessment Checklist). Return only the **Registration Form**.

1.5 If you decide not to participate in the 2020 LUCA Operation:

- In Section **A.2**, mark **X, NO**, “Our government is not registering for LUCA,” Mark X for each reason that applies. *Complete Section B.*
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B**.
- Please return the form in the postage paid, preaddressed envelope or you may scan your Registration Form and email it to GEO.2020.LUCA@census.gov.

NOTE: If you are not participating in LUCA, you do not have to complete and return the remaining three forms (Confidentiality Agreement Form, Product Preference Form, or the Self-Assessment Checklist). Return only the **Registration Form**.

If you are participating in LUCA, the LUCA Liaison is required to complete and sign the remaining three forms.

2. Self-Assessment Checklist for the Confidentiality and Security Guidelines

- Read the Confidentiality and Security Guidelines before filling out this form.
- Answer **yes** or **no** to each question.
- Sign and date the form.

3. Product Preference Form – No Signature required

- In the first section, mark **X**, if you choose to use the Census Bureau’s Geographic Update Partnership Software (GUPS)
OR
- Mark **X** to select the format you choose to use for the address list, either digital or paper. If you select the paper address list, choose your sort preference.
- Mark **X** to select the format you choose to use for the maps; either digital (TIGER partnership shapefiles), or large format paper maps with DVD small format block maps (Title 13 requirements apply), or large format paper maps only (Non-title 13).
- Complete the package delivery address for the LUCA Liaison. *Title 13 materials must be delivered to the LUCA Liaison.*
- Provide the name, telephone number, and email address of the person completing the form.

4. Confidentiality Agreement Form

- In Section **A**, read the terms, conditions, and responsibilities for participating in LUCA.
- In Section **B**, provide the LUCA liaison information.
 - i. Printed name
 - ii. Signature
 - iii. Office, department name
 - iv. Office, department address
 - v. Email address
- Ensure that the LUCA Liaison signs and dates this form.
- In Section **C**, ensure all reviewers and person(s) with access to Title 13 materials sign and date this form.

NOTE: Please return these three forms together with the **Registration Form** in the postage paid, preaddressed envelope or you may scan your completed forms and email them to GEO.2020.LUCA@census.gov.



FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

The U.S. Census Bureau invites your government to participate in the 2020 Census Local Update of Census Addresses Operation (LUCA), as mandated by the Census Address List Improvement Act of 1994 (Public Law 103-430). This is the only opportunity offered to tribal, state, and local governments to review and update the Census Bureau's residential address list prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. Participation in LUCA can help ensure an accurate count for your jurisdiction.

Enclosed with this letter are:

2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide

Use this guide to answer questions about participation in LUCA.

Confidentiality and Security Guidelines

All LUCA liaisons, reviewers, and anyone with access to the Census Bureau's Title 13 materials must read, understand, and agree to abide by these guidelines.

Please respond to the LUCA invitation by completing the ***Registration Form***. We appreciate a response, even if you decline to participate. If your government plans to participate, then also complete and return the following forms:

- *Self-Assessment Checklist;*
- *Confidentiality Agreement; and*
- *Product Preference Form.*

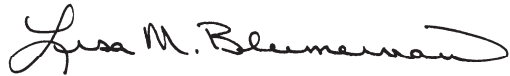
For your convenience, enclosed is a postage-paid envelope for your response. As an alternative, you may also scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.

We will offer LUCA training workshops, both as classroom training and via online webinars, to provide participation instructions for completing your address review. If you are interested in attending a workshop, check our LUCA Web site at www.census.gov/geo/partnerships/luca.html. We will update the site continuously as classes are scheduled.

If you have any questions regarding LUCA, please contact us via email at GEO.2020.LUCA@census.gov, by phone at 1-844-344-0169, or you can visit us on the Web site at www.census.gov/geo/partnerships/luca.html.

Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Sincerely,

A handwritten signature in black ink that reads "Lisa M. Blumerman". The signature is fluid and cursive, with the first name "Lisa" being the most prominent.

Lisa M. Blumerman
Associate Director for
Decennial Census Programs

Enclosures

cc:



FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

The U.S. Census Bureau invites your state to participate in the 2020 Census Local Update of Census Addresses Operation (LUCA), as mandated by the Census Address List Improvement Act of 1994 (Public Law 103-430). This is the only opportunity offered to tribal, state, and local governments to review and update the Census Bureau's residential address list prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. Participation in LUCA can help ensure an accurate count for your state.

Enclosed with this letter are:

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Use this guide to answer questions about participation in LUCA.

Confidentiality and Security Guidelines

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- *Self-Assessment Checklist;*
- *Confidentiality Agreement; and*
- *State Government Product Preference Form.*

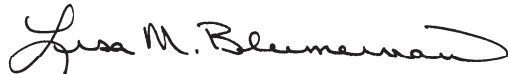
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Lisa M. Blumerman
Associate Director for
Decennial Census Programs

Enclosures

cc: