

APPROVED by  
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of March 23, 2010

**INSTRUCTION  
ON THE PROCEDURE FOR  
THE 2010 ALL-RUSSIAN POPULATION CENSUS  
AND FILLING IN CENSUS PAPERS**

**Enumeration precinct No.** \_\_\_\_\_

**Instructor precinct No.** \_\_\_\_\_

**Census precinct No.** \_\_\_\_\_

MOSCOW  
2010

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## I. ABOUT THE ALL-RUSSIAN POPULATION CENSUS

As stated by the Federal Law on the All-Russian Population Census, the census of population shall be conducted in the Russian Federation at least once every ten years. As stated by Decree No. 1074 of the Government of the Russian Federation of December 23, 2009 On Organization of the 2010 All-Russian Population Census, the next All-Russian population census is scheduled for October 14-25, 2010. Remote and hard-to-reach areas, where transportation is impeded during the period of October 14-25, 2010, are to be covered by the All-Russian population census from April 1 to December 20, 2010.

### 1.1. General Principles of population census

Population census completes two tasks - **counts the population and provides information on demographic, economic and social characteristics of population** of the whole country and of each residential area of the country.

Population census principles:

- **total coverage of population with census.** It is necessary to account each resident with no exception (with no double count either), regardless of sex, age, right of residence in a certain area or dwelling;
- **obtaining information directly from population by questioning particular individuals;**
- **self-determination of individuals** while responding to the questions. It means that census is only conducted on the basis of respondents' answers without asking for their documents;
- **protection of data, obtained in course of population census.** Considering this, "Confidential. (Guaranteed by the recipient)" is written on each population census form. According to the Federal Law on the All-Russian Population Census (Article 8), "The information on population, stated in population census forms, shall be considered confidential and shall not be disclosed or disseminated. The said information shall only be used for generating official statistical information", that is **published only as summary statistics.** None of information on one particular individual, family or household can be published. None of individuals, engaged in the census process, can disclose the information received in the course of the population census. Individuals, having access to the information on population, stated in population census forms, who committed a loss or disclosure, or falsified (encouraged the falsification of) the said information, shall be liable under the Russian Federation legislation. **The obligation not to disclose the information on population received in the course of the population census shall be envisaged by contracts signed with individuals engaged in the census process.**

### 1.2. Organization of the population census

The whole territory of the country is divided into census precincts. Each of them is headed by a head of a census precinct.

Each census precinct is divided into instructor precincts; they are headed by instructors.

Each instructor precinct is divided into enumeration precincts. An enumerator, in charge of collecting data on population living in the territory of the precinct, is assigned by each enumeration precinct.

Besides, permanent enumeration precincts, where individuals (who have no dwelling, do not want to let an enumerator in, etc.) can come and answer the questionnaire of a population census form, are formed.

## II. GENERAL PRINCIPLES OF OBTAINING INFORMATION ON POPULATION

The All-Russian population census shall cover all the individuals (regardless of citizenship), residing in the territory of the Russian Federation, including temporarily absent population.

### Remember!

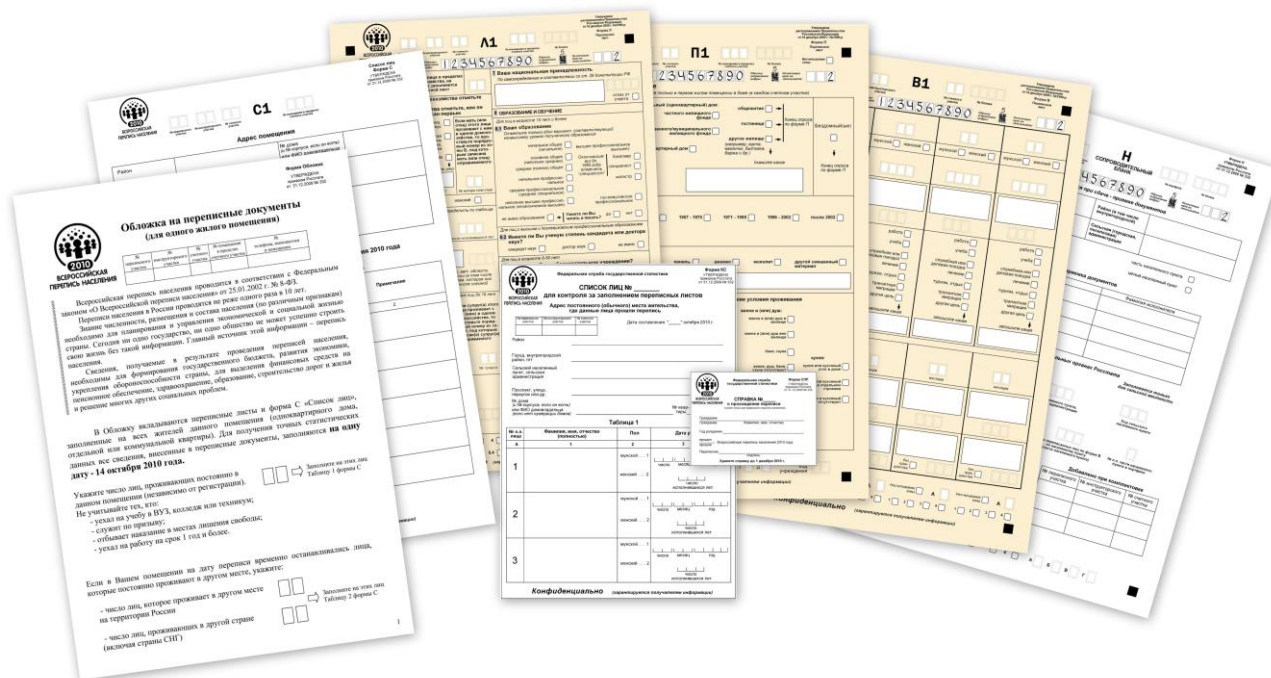
Census Papers (Forms L, P, V) and List of Individuals (Form S) **are filled in according to respondents' words, without providing any documents** that confirm the accuracy of their answers. In case any of the respondents is absent, population census papers are filled in according to the words of other householders (excluding data on national identity).

**All the questions shall be asked exactly as they are written** in population census forms, **and in the same sequence** as well.

If a respondent fails or refuses to answer a question, it shall be left blank. **Whereas the enumerator's task is to persuade the respondents to take part in the population census, making its purposes and value for the country as a whole and for every citizen clear for them.**

*Variants of possible causes for refusals and the solutions are given in Section IX "Difficult Situations".*

### 2.1. Population census papers



Population census forms to be filled in by enumerators at population surveying are briefly described below.

***Population census forms, approved by Order No. 1990-r of the Government of the Russian Federation of December 16, 2009:***

**Population Census Form L** contains 25 questions and is filled in for the individuals who constantly live in a premise. Separate Form L is filled in for every person.

**Population Census Form P** contains questions, characterizing a dwelling (building) as a whole (Section I), each living premise (Section II) and living conditions of each household within this living premise (Section III).

Those, who are residing temporarily in the Russian Federation as of the date of the population census, but live permanently abroad, are questioned according to the abridged program, given in **Population Census Form V**. Form V is for eight people - four on each side of the blank.

*Control and accompanying documents, approved by Rosstat Order No. 332 of December 31, 2009:*

**Population Census Forms Cover / Cover Form** separates population census forms, filled in in different living premises. Cover form contains brief information on the All-Russian population census of 2010 for enumerators and respondents, as well as auxiliary information on filling in Form S and Questions 1 and 3 of Form L.

**List of Individuals / Form S** is a control document which contains the address of a living premise and a list of the individuals, subject to the 2010 All-Russian population census. Table 1 is completed for those who permanently (normally) reside in a living premise, while Table 2 is completed for those who temporarily stay in a living premise as of the population census date, but permanently reside in another place. These tables shall be completed for each living premise before surveying the individuals according to population census forms. They are meant to check if all the residents of the living premise are enumerated in the corresponding census forms, as well as to verify if the residents are written in accordance to their households correctly.

**List of Supervisors for Census Forms Filling / Form KS** is a control document, needed for avoiding double counting of population. It is compiled if an individual has **two places of residence**, and the one, where the enumerator conducts a survey, is chosen for the census.

**Census Participation Certificate / Form SPR** is given (on completion of surveying and filling in of population census form) to all those, who have no place of permanent residence, that is - to the homeless (they are enumerated according to Form L), to all those, for whom Form V is made, as well as to those persons, having more than one place of residence, who report that they may be at another place of residence during the period till the end of the population census and control visiting. Besides, Form SPR is given at population enumeration of remote and hard-to-reach areas, to those who are intended to leave a hard-to-reach area for the second place of residence, or move to a new one during the period of general population census and control visiting (October 14-25, 2010).

This document certifies that an individual has taken part in the census. If in the course of the population census, a person shows a certificate, verifying that he/she has already been enumerated at another place, a census taker shall not question such people once more and include data on them in the population census forms at his/her enumeration precinct.

**Accompanying Form / Form N** is a technical document which contains information on enumeration precinct in general (if enumeration precinct consists of only one settlement or part of one settlement), or information on a part of enumeration precinct, which belongs to one settlement (if enumeration precinct consists of several settlements).

More detailed information on how to fill in population census forms contains in Section IV "Population Census Forms Filling".

## **2.2. Date and term for collection of information on population**

To get exact statistic data, all the information on population, entered into population census forms, is collected at one and **the same date of population census**.

Information on population is collected as of the moment of population enumeration at **00:00 (local time), October 14, 2010**.

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Population shall be questioned with regard to this **moment of population enumeration**.

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For example, children which are **born after the moment of population enumeration** (after 00:00, October 14, 2010), **shall not** be considered, but population census forms **shall** be compiled for those people who die before population census forms are filled in and **are alive at the moment of population enumeration** (a census taker should be maximally tactful when questioning people who go through tragic events at the moment).

Collection of data on population is performed from **14 through 25 October** by means of questioning of population and filling census papers during visiting of residential and other premises where questioned people reside (stay).

Date of population census conduct for remote and hard-to-reach areas is established for the period from April 1 to December 20, 2010, in accordance with the terms of population census conduct specified by the joint Order of the Ministry of Economic Development of Russia and the Ministry of Regional Development of Russia "On approval of the list of remote and hard-to-reach areas and terms of conduct of the All-Russian Population Census of the Russian Federation of 2010 in these areas". In the district that fully belongs to hard-to-reach and remote areas, population census is conducted at the date set for the whole district. If a district partially belongs to hard-to-reach areas, the date for the population census is set for the moment of survey conduct in a particular settlement.

### **2.3. Population census place**

During the population census all the population (regardless of citizenship), permanently residing in the territory of the Russian Federation, including those who are temporarily absent, is subject to account. Also, people, who live permanently in another state, but reside in the territory of the Russian Federation as of the moment of population enumeration (00:00, October 14, 2010), are subject to the population census according to the abridged program.

To enumerate population a census taker shall visit all residential premises in the territory of his/her enumeration precinct, as well as other premises where people live or may live. These residential and non-residential buildings are listed in Table 4 of Enumerator's Notebook and marked on Schematic plan of enumeration precinct. Visiting each premise, an enumerator shall conduct a survey of the population, residing there.

The following is considered **residential premises**:

- a) an apartment in an apartment house (including an apartment in an apartment-type dormitory);
- b) an individual (single-apartment) house (hut, lodge, cottage or other single-apartment building);
- c) an apartment in a dormitory (of nonapartment-type);
- d) accommodation in a hotel or other places of temporary stay with permanent residents;
- e) any other premise, adapted for living (trailer, cabin, shed, barge, etc.);
- f) ward, department, etc. (depending on the way of account in the corresponding organizations) in establishments of social and medical purpose (children's homes, boarding-schools for orphans and children without parental care, special (correctional) boarding-schools for orphans and children without parental care, children's boarding-schools, rest homes, in hospitals for patients with chronic diseases, etc.), in military barracks, detention facilities, religious organizations.

**Homeless people and those with no fixed abode** are also enumerated.

### **2.4. Population**

Every person shall be enumerated. Population is surveyed and registered in accordance with **households**.

### **2.4.1. Household**

A **household** means persons, residing in a dwelling house, apartment, room, or in a part of a dwelling house or apartment, jointly providing themselves with foodstuff and other necessary means of living and combining their income either wholly or partially. These persons can be connected with ties of kinship, or relationship resulting from marriage, or not be relatives. One household may comprise both relatives and non-relatives.

A **household** may consist of **one person**, living independently and providing himself/herself with food and all the necessary things for living.

Most households are family households, consisting of relatives.

People shall decide by themselves if they live as one household or as different households. However one should take into account that:

- **those who rent** a residential premise from individuals are not a part of the household of the premise's owner; they are considered **separate** households;

- those who **permanently** reside in **dormitories, hotels, recreation and retreat centers** are regarded as independent households;

- **workers (service staff)**, residing in company-owned premises and apartments (rooms), in institutions of social and medical purpose, where these people work (for example, doctors in hospitals, teachers in children's homes, etc.), make up **separate** households.

Every such premise can be occupied by people making up one or several households (depending on whether they run the house jointly or separately).

Households, residing in typical living premises (types of living premises "a" - "e" of clause 2.3), are called **private households**.

Persons, who permanently reside in institutions of social and medical purpose (children's homes, rest homes, hospitals, etc.), military barracks, detention facilities, religious organization (type of living premises "f" of clause 2.3), form **collective households**. These are groups of people, living together, usually united by a common objective, subject to common rules and eating together. It should be pointed out that the workers of these establishments who reside in official premises **are not included in collective households** and shall be enumerated according to the normal procedure, as private households.

Homeless persons compose separate households (households of homeless persons), which may consist of a single person or group of persons, connected by kinship or not.

### **2.4.2. Who shall be enumerated**

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**Population is enumerated at the place of their permanent (common) residence.**

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**The place of permanent residence** is the place where the respondent daily spends the most part of his/her night's repose. Such place may match or not match with the address, where a person is registered (resides).

All the persons, **permanently (commonly) residing** in the premise, including those who are **temporarily** absent at the moment of the census conduct, are subject to enumerating in each premise.

Coming to a living premise, a census taker shall first find out who of the persons present lives there permanently.

We wish to draw your attention to **the procedure for enumeration of separate population categories:**

- persons, permanently residing in the specified premise and having gone on business (to another settlement of Russia or abroad, including business trips within the line of the state power bodies), to work under contracts with Russian or foreign companies (including rotation-based work) or to pursue their education **for a term up to 1 year**, as well as having gone for treatment, recreation,

on a visit to relatives and friends, for religious pilgrimage, etc., regardless of the term, **are enumerated at the place of their permanent residence** in Russia with note on temporary absence in Table 1 of S form.

- the Russian Federation citizens, permanently residing in Russia, but staying **outside the territory of the Russian Federation** as of 00:00 of the 14th of October, 2010 **in view of a business trip or discharge of their official duties for a term of 1 year and longer**, and their family members staying abroad with them are enumerated at the place of their stay abroad by the corresponding federal bodies of executive power;

- **students** of higher and secondary professional educational institutions and students of primary professional educational institutions, residing at the place of their study, **are enumerated at the place of their study**;

- persons, **called out for military training, are enumerated at their homes together** with their households' members with note on temporary absence in Table 1 of S form.

- servicemen and civil population (including servicemen's family members), **residing in the areas of restricted administrative and territorial units, closed military garrisons**, military units and bodies, using the access badge system, are enumerated at the places of their stay by the corresponding federal executive power bodies, under the jurisdiction of which the specified objects are;

- **servicemen**, residing with their households **outside the areas** of restricted administrative and territorial units, closed military garrisons, military units and bodies, using the access badge system, are enumerated together with their households' members according to the normal procedure;

- **crewmembers of Russian merchant and passenger ships**, being at sea, are enumerated **at the place where the household to which they belong permanently resides** with note on temporary absence in Table 1 of S form. Crewmembers with no households registered at the vessel or company for which they work are enumerated before going to sea at location of their company;

- **pre-trial detainees, arrested under** an administrative proceeding, on suspicion of having committed a crime, being **under investigation**, as well as persons with respect to which **the sentence has not been implemented**, are enumerated **at the place of their permanent (common) residence** with note on temporary absence in Table 1 of S form;

- pre-trial detainees, with respect to which **the sentence has been implemented**, as well as persons serving their sentence **at places of detention**, are enumerated **at the place of their stay** by the corresponding federal executive power bodies, under the jurisdiction of which the specified objects are;

- **foreign citizens, permanently residing in** the Russian Federation (that is persons having the citizenship of a foreign state), **and persons without the citizenship** are enumerated at the place of their residence **according to the normal procedure**;

- persons (regardless of their citizenship), arrived to the Russian Federation **to work** under contracts with Russian or foreign companies (excluding foreign citizens, working for missions of foreign states and international organizations) or **to pursue their education for a term of 1 year and longer**, are enumerated as permanent residents of Russia there, **where they normally live in the Russian Federation** (regardless of the date of their arrival - whether they arrived on the 13th of October, 2010, or a month before, or two years before);

- persons (regardless of their citizenship), arrived to the Russian Federation **from abroad** (including member states of the CIS) **for permanent residence or in pursuit of asylum** (regardless of whether they received residence permit or not), are enumerated at the place **where they stay as of population census conduct**;

- persons, residing in hotels, hospitals, holiday houses, health resorts, etc., and **having no other place of residence**, are enumerated in these facilities;

- persons **with no permanent place of residence** (for example, homeless people) are enumerated **where they stay as of population census conduct**;



- persons, **temporarily staying in the territory of the Russian Federation** as of the moment of population enumeration, but constantly living abroad (including member states of the CIS), are subject to the population census **according to the abridged program (V form)**. These include:

- persons (regardless of their citizenship) who **arrived to the Russian Federation to work or pursue their education for a term up to 1 year**;
- persons (regardless of their citizenship) who **arrived to the Russian Federation for recreation (including tourism), treatment, on a visit to relatives and friends, religious pilgrimage**;
- **transit migrants** (persons residing in the territory of Russia on their way to another country).

#### ***2.4.3. Who shall not be enumerated***

**The following persons are not enumerated during the All-Russian population census:**

- persons, **having left the country** for a business trip, to work under contracts with Russian or foreign companies (including rotation-based work) or to pursue their education **for a term of 1 year and longer** (regardless of how long they have stayed there and when they return);
- foreign citizens, working in the Russian Federation **for foreign states' missions**, and their households' members, residing with them;
- foreign citizens, working **for international organizations' missions**;
- foreign citizens, arrived in the Russian Federation **as members of foreign states' or international organizations' delegations**.

#### ***2.4.4. Two places of residence***

Questioning people in each premise a census taker shall find out if the respondents have another place of residence. If so, the resident shall decide where he/she will be enumerated. **If the resident has difficulty** in deciding on the place of the census conduct, preference is given to that place of residence, where his/her household lives (family, child, first-degree relatives, with whom he/she runs the house.

For example:

- if a man resides with his wife and child in his wife's apartment, but also often stays at his elderly parents overnight, in whose apartment he is registered (or has an apartment, in which he is registered), preference should be given to the place of residence with his household, i.e. with wife and child;
- if a respondent resides in the dormitory at the place of his work, but goes to his wife and children, living in another settlement, for weekends and idle days, this person shall be enumerated at the place where his household resides. The procedure for enumerating persons, working under a rotation system, is similar;
- if a respondent has a farm house, or one in gardeners' partnership, and spends part of the year there, while resides in another place (for example, in an apartment in the city) for the rest of time, he/she shall be enumerated where he/she spends most part of his/her time in the year.

#### ***2.4.5. How to determine who shall be enumerated in a particular premise***

Before questioning people according to population census papers (L, P, and V forms), a census taker shall fill L form "List of Individuals", put down the premise address and complete Table 1 and Table 2.

For this purpose the following questions shall be asked:

- which of those present reside in this premise permanently,
- who else, besides these people, resides here permanently, but is absent; why and how long he/she is absent,

- if anybody, residing permanently in another settlement or state, was (stayed) at that premise as of the moment of population enumeration (00:00 of the 14th of October, 2010).

When clearing up these issues, different cases, described in the table below, are possible.

## Procedure for population census in living premise where the survey is conducted <sup>1</sup>

| Categories of population  | As of the moment of population enumeration | Which forms of the population census papers shall be filled   |
|---|--|---|
| 1. Persons, normally residing here, regardless of whether they are registered in the premises or not (for example, a husband, registered at his parents, or people, renting premises from this apartment's residents)   | Resided here                               | Table 1 of S form;<br>- L form;<br>- P form;  |
| 2. Persons, arrived to work <b>for a term of 1 year and longer</b> (regardless of when they arrived)  | Resided here                               |   |
| 3. <b>Students</b> of higher, secondary and primary professional educational institutions - HEIs, universities, academies, techs, colleges, training colleges, vocational schools, etc. (regardless of their citizenship and of where they arrived from - another settlement or another country), <b>arrived to pursue their education for a term of study of 1 year and longer</b> | Resided here due to study                  |   |
| 4. Russian Federation citizens, foreign citizens, and stateless individuals, arrived to Russia <b>for permanent residence or seeking asylum</b> (regardless of whether they received residence permit or not)   | Resided here                               |   |
| 5. Persons, having <b>two or more places of residence</b> and having chosen <b>the premises, where the survey is conducted</b> , as the place of their permanent (common) residence   |  | Table 1 of S form;<br>- L form;<br>- P form;<br>- KS form;<br>- Provide SPR form (if necessary)                                 |
| 6. Persons, having <b>two or more places of residence</b> and having chosen <b>another premise</b> as the place of their permanent (common) residence   |  | They are not enumerated in the specified living premise. They shall be enumerated in the premise where they permanently reside. |
| 7. Children, <b>studying at boarding-schools</b> and coming back home for weekends and holidays.<br>Children, visiting <b>twenty-four-hour</b> and sanatorium <b>pre-school educational institutions</b><br>Children, staying with their grandmothers, babysitters, etc., during workweeks and coming back to their parents for weekends.   | Were absent from home                      | - Table 1 of S form (fill in column 2 with reason and length of absence);<br>- L form;<br>- P form;                             |
| 8. Persons, normally residing here and having gone to visit their relatives or friends, for treatment, recreation <b>for any term</b>   | Were absent from home                      | - Table 1 of S form (fill in column 2 with reason and length of absence);<br>- L form;<br>- P form;                             |

<sup>1</sup> - foreign citizens, **permanently residing** in the Russian Federation (that is persons having the citizenship of a foreign state), and persons without the citizenship are enumerated according to the normal procedure;

| Categories of population   | As of the moment of population enumeration  | Which forms of the population census papers shall be filled   |
|--|---|---|
| 9. Persons, normally residing here and having gone for business, work or study <b>for a term up to 1 year</b>  | Were absent from home   |   |
| 10. Persons, normally residing here, working under <b>a rotation system</b>  | Were absent from home, left for work  |   |
| 11. Persons, called out for <b>military training</b>   | Were absent from home   |   |
| 12. Persons <b>under investigation</b> at pre-trial detention centers, or with respect to which the sentence has not been implemented.<br>Persons, arrested under administrative proceeding  | Were absent from home   |   |
| 13. Permanent residents of Russia - crewmembers ( <b>mariners</b> ) of Russian merchant, passenger and fishing ships   | Were at sea   | <p><b>a)</b> Persons, residing in common living premises with their households, when not at sea, are enumerated <b>as part of these households</b>:</p> <ul style="list-style-type: none"> <li>- Table 1 of S form (fill in column 2 with reason and length of absence);</li> <li>- L form;</li> <li>- P form;</li> </ul> <p><b>b)</b> Persons (with no households), registered at the vessel or company for which they work, are enumerated before going to sea <b>at location of their company</b>;</p> <ul style="list-style-type: none"> <li>- Table 1 of S form (fill in column 2 with reason and length of absence);</li> <li>- L form;</li> <li>- P form;</li> </ul> |
| 14. Persons who were temporarily staying at the specified premises and <b>reside permanently in another place in the territory of Russia</b> (for example, those having arrived for work or study for a term up to 1 year, or for recreation, treatment, etc.) | <p><b>a)</b> Resided in these premises</p> <p><b>b)</b> Arrived later (for example, on the 16th of October, 2010)</p>                     | <p><b>a)</b> Table 2 of S form</p> <p><b>b)</b> They are not enumerated in the specified premises. They shall be enumerated in the premise where they permanently reside.</p>   |
| 15. Persons who were temporarily staying at the specified premises and <b>reside permanently abroad</b>  | <p><b>a)</b> Resided in these premises</p> <p><b>b)</b> Were in Russia, but came to these premises later and were enumerated nowhere.</p> | <p><b>a)</b> - Table 2 of S form;</p> <ul style="list-style-type: none"> <li>- V form;</li> <li>- Provide SPR form</li> </ul> <p><b>b)</b> - V form;</p> <ul style="list-style-type: none"> <li>- Provide SPR form</li> </ul>   |
| 16. Persons, having left for a business  | Were absent   | They are not enumerated in the specified  |

| Categories of population  | As of the moment of population enumeration | Which forms of the population census papers shall be filled  |
|---|--|--|
| trip, work or study <b>for a term of 1 year and longer</b>  | from home                                  | <p>premises.</p> <p>Those who have left for another region of the Russian Federation will be enumerated at the place of their stay.</p> <p>The Russian Federation citizens, staying abroad in view of a long-term business trip or discharge of their official duties in the line of the Russian Federation state power bodies for a term of 1 year and longer will be enumerated (including their family members) by the corresponding federal bodies of executive power;</p> |
| 17. Persons, <b>doing military service by conscription</b>  |  | <p>They are not enumerated in the specified premises.</p> <p>They will be enumerated at the place of military service by the corresponding federal bodies of executive power</p>   |
| 18. <b>Students of higher, secondary and primary professional educational institutions</b> (HEIs, universities, academies, techs, colleges, training colleges, vocational schools, etc.), <b>left for study</b> and residing in the same settlement where their educational institutions are. |  | <p>They are not enumerated in the premises where they resided before leaving for study.</p> <p>They will be enumerated at the place of their residence in the settlement where their educational institution is situated.</p>  |
| 19. Persons <b>serving their sentence</b> at places of detention  |  | <p>They are not enumerated in the specified premises.</p> <p>They will be enumerated at the place of their service by the corresponding federal executive power bodies</p>   |

**Procedure for population census in establishments of social and medical purpose, hotels, religious organizations**

| Categories of population   | As of the moment of population enumeration   | Which forms of the population census papers shall be filled  |
|--|--|--|
| 1. Children, residing in children's homes, boarding-schools for orphans and children without parental care | Resided here or arrived later (for example, on the 15th of October, 2010)  | - Table 1 of S form;<br>- L form;<br>- P form;   |
| 2. Persons, staying at hospitals   |  |  |
| 2.1. Patients who have a place of permanent residence at another place in the territory of Russia          |  | They will be enumerated at the place of their permanent residence.   |
| 2.2. Patients, arrived here from abroad (including member states of the CIS) for treatment                 | <p><b>a)</b> Resided here</p> <p><b>b)</b> Resided in Russia as of the moment of population enumeration, but were taken to hospital on the 14th of October, 2010;</p> <p><b>c)</b> Arrived in Russia on the 14th of October, 2010 or later</p> | <p><b>a)</b> - V form;<br/>- Provide SPR form</p> <p><b>b)</b> If a patient has SPR form, he/she shall not be enumerated.<br/>If a patient has no SPR form:<br/>- V form;<br/>- Provide SPR form</p> <p><b>c)</b> No documents shall be filled.</p>                                |
| 2.3. Patients with no other place of residence   | <p><b>a)</b> Resided here</p> <p><b>b)</b> Were taken to hospital on the 14th of October, 2010 or later</p>  | <p><b>a)</b> - Table 1 of S form;<br/>- L form;<br/>- P form;<br/>- Provide SPR form</p> <p><b>b)</b> If a patient has SPR form, he/she shall not be enumerated.<br/>If a patient has no SPR form:<br/>- Table 1 of S form;<br/>- L form;<br/>- P form;<br/>- Provide SPR form</p> |
| 3. Persons, residing in nursing homes, etc.  | <p><b>a)</b> Resided in institution</p> <p><b>b)</b> Were taken on the 14th of October, 2010</p>   | <p><b>a)</b> - Table 1 of S form;<br/>- L form;<br/>- P form;</p> <p><b>b)</b> If they say that they have not been enumerated before:<br/>- Table 1 of S form;<br/>- L form;<br/>- P form;</p>   |

| Categories of population   | As of the moment of population enumeration  | Which forms of the population census papers shall be filled  |
|--|---|--|
| 4. Persons, staying in hotels:   |   |  |
| 4.1. Persons, having another place of permanent residence in the territory of Russia   |   | No documents shall be filled in hotels.<br>They will be enumerated at the place of their permanent residence.  |
| 4.2. Persons, arrived here from abroad for business, to work or study <b>for a term up to 1 year</b> , as well as on a visit to relatives and friends, for treatment, recreation <b>for any term</b> ; | <p><b>a)</b> Resided here</p> <p><b>b)</b> Resided in Russia, but checked into the hotel on the 14th of October, 2010 or later</p> <p><b>c)</b> Arrived in Russia on the 14th of October, 2010 or later</p> | <p><b>a)</b> - V form;<br/>- Provide SPR form</p> <p><b>b)</b> If respondents have SPR forms, they shall not be enumerated.<br/>If a patient has no SPR form:<br/>- V form;<br/>- Provide SPR form</p> <p><b>c)</b> No documents shall be filled.</p>                              |
| 4.3. Persons with no other place of residence  | <p><b>a)</b> Resided here</p> <p><b>b)</b> Checked into the hotel on the 14th of October, 2010 or later</p>   | <p><b>a)</b> - Table 1 of S form;<br/>- L form;<br/>- P form;<br/>- Provide SPR form</p> <p><b>b)</b> If respondents have SPR forms, they shall not be enumerated, if they do not have such forms:<br/>- Table 1 of S form;<br/>- L form;<br/>- P form;<br/>- Provide SPR form</p> |
| 5. Persons, residing in monasteries and other religious institutions   | <p><b>a)</b> Resided in a monastery</p> <p><b>b)</b> Were taken on the 14th of October, 2010 or later</p>   | <p><b>a)</b> - Table 1 of S form;<br/>- L form;<br/>- P form;</p> <p><b>b)</b> If they say that they have not been enumerated before:<br/>- Table 1 of S form;<br/>- L form;<br/>- P form;</p>   |

When completing P form in institutions of social and medical purpose, hotels, religious organizations, **only** the particulars on P1 side are filled in (numbers of census, instructor and enumeration precincts and the number of the premises within enumeration precinct)

### III. ORGANIZATION OF CENSUS TAKER WORK

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**The task of census taker** is to cover all population of the enumeration precinct with a census, to receive complete and reliable answers for the questions of census paper.

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For safekeeping of census information census taker must keep completed census papers in secure facility of instructor precinct and remember that disclosure of the information is prohibited.

Internal affairs agencies, housing organizations (ZhEU, DEZ, UK and others), community committees, people on duty in the houses, organizations and institutions with housing property help a census taker during his/her work.

Upon entering a living premise a census taker shall tell its residents about population census, to underline importance of the answers for census paper questions and responsibility of census workers for keeping obtained data safe from disclosure.

#### **3.1. Functions of enumeration precincts and permanent precincts census takers**

*General provisions:*

- Study of this Instruction about procedure for the All-Russian population census 2010 conduct and completion of census papers, other instructions and regulatory documents of the All-Russian population census 2010;
- execution of instructions and directions of instructor and head of census precinct;
- safekeeping of census papers and other census documents, and non-disclosure of information obtained during collection of information on population.

*Main activities carried out by **enumeration precinct census taker** include:*

- performing of population census at his/her enumeration precinct by means of visiting each living premise, questioning and completing of census papers and other documents, performing of control visit and delivery of materials to instructor;
- completion of record book tables, calculation of totals of population size at enumeration precinct, completion of accompanying forms.

*Main activities carried out by **permanent precinct census taker** include:*

- performing of population census at permanent precinct by questioning people who visited permanent precinct to take part in census outside their living premises or called over the phone, and completion of census documents;
- distribution of completed census papers to enumeration precinct according to residential address of people registered during the census;
- calculation of number of people enumerated at permanent precinct, completion of accompanying forms;
- checkup of census papers completed by enumeration precinct census takers;
- replacement of withdrawn enumeration precinct census takers and conduct of survey at living premises;
- participation in control visits and acceptance of materials from enumeration precinct census takers.

#### **3.2. Calendar**

Enumeration precincts and permanent precincts census takers are employed for **22 days**.

Working hours of census taker are planned as follows:

- **from 8<sup>th</sup> till 12<sup>th</sup> of October** 2010 to undergo training and testing, to receive instruments for work;
- **13<sup>th</sup> of October** 2010 to familiarize themselves with boundaries of the enumeration precinct;
- **from 14<sup>th</sup> till 25<sup>th</sup> of October** 2010 to carry out population census and complete census



documents;

- during the period **from 26<sup>th</sup> till 29<sup>th</sup> of October** 2010 to make sample control visit of living premises jointly with instructor, to deliver census materials to instructor and prepare them for delivery to census precinct head and authorized person.

Enumeration precinct census taker has to come to instructor precinct every day at agreed time, submit completed census documents to instructor for review and verification, correct inaccurate or incomplete records, visit living premises repeatedly in case of necessity, inform about number of premises and people enumerated on this day.

Permanent precinct census taker has to stay at permanent, instructor or enumeration precinct every day, and if necessary visit living premises for survey of people and completion of census papers.

### **3.3. Training of enumeration precinct and permanent precinct census takers (from 8<sup>th</sup> till 12<sup>th</sup> of October) and their instruments**

Training of enumeration precinct and permanent precinct census takers is carried out by the head of census precinct during the period of 3 days. Training in procedure for conduct of the All-Russian population census 2010 and completion of census papers is organized with the use of instructive materials.

Practical training on questioning, test completion of census papers with subsequent analysis and clarification of all occurring troubles is carried out simultaneously.

Upon completion of training every census taker shall undergo testing. In the event of positive testing result a census taker receives certificate of the All-Russian population census 2010 employee, this Instruction with its supplement – census taker's record book, office accessories. Enumeration precinct census taker also receives schematic plan of enumeration precinct, informational sheets that he/she will leave when visiting living premises for those who are not at home as of the census time, protection means (whistle and flashlight), gel pen, as well as special brief case with census papers. Census papers shall be carried in this brief case when visiting living premises. Brief case is fitted with hard padding which has to be used by census taker when completing census forms.

Permanent precinct census taker receives the certificate of the All-Russian population census 2010 employee, this Instruction with its supplement – census taker's record book, office accessories and census papers.

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You shall remember that **certificate issued upon employment as the All-Russian population census 2010 employee is valid upon presenting your passport**. Census taker **shall a passport along with the certificate** during the whole period of work and present it in case of necessity.

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In **census taker's record book** (is attached as supplement to this Instruction) **numbers of census, instructor and enumeration precincts** are written by instructor (hereinafter referred as Details). **Census taker's record book** includes 5 tables:

- table 1 «List of documents and means of material and utility purpose accepted and delivered by census taker »;
- table 2 «Information on population census conduct»;
- table 3 «Results of control visits»;
- table 4 «Composition of enumeration precinct»;
- table 5 «Census taker's records».

Completed table 4 «Composition of enumeration precinct» and table 5 «Census taker's records», where all houses and living premises located in the territory of enumeration precinct are listed, are inserted (pasted) by instructor to the record books of enumeration precincts census takers additionally.

Table 4. Composition of enumeration precinct № 03.01.01



### 3.4. Familiarizing with boundaries of enumeration precinct (13<sup>th</sup> of October)

The day before commencement of the population census a census taker must familiarize him/herself with the boundaries of the enumeration precinct, at first together with instructor and census takers of the adjoining precincts, and then continuing on his/her own, i.e. during day time inspect all houses located in the territory of enumeration precinct, including institutions, enterprises and organizations, in territory of which office premises or halls of residence for their employees can be located, look at the houses location and approaches to them, find out what transport is better to use to get there.

On the basis of collected data you can make your own itinerary of premises visit for population survey.

Head of census precinct and instructor have list of premises, where potentially dangerous persons could be present, made by interior affairs departments for each enumeration precinct.

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**Census taker shall visit these premises being accompanied by precinct police officer according to schedule of such visits prepared in advance.**

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If census taker discovers in his precinct other premises located in unlit or rough part of district, he has to inform his instructor about them, and visit them being accompanied by **precinct police officer** as well, informing **instructor or head of census precinct** on his/her itinerary.

In case of necessity numbers of combination locks at the front doors are obtained (they're known by the police, housing organizations, community committees etc.).

Contacts of takers with the police, ZhEU, DEZ and others are performed through instructor or head of census precinct.

Census taker can request assistance in population census in a house of the police, ZhEU, DEZ, post office, person in charge of the house or staircase. They can help to find out what apartments and houses are known for "difficult" situations and in which apartments nobody lives.

Census taker has to visit all houses of his/her precinct, verify data of columns 2, 3, 6 of table 4 and their correspondence with the data in columns 1, 2 of table 5 in **census taker's record book**. When doing this, he/she shall take into consideration that table 4 contains information on all houses (buildings), and table 5 has information on houses with living premises only. If there is a house that isn't registered in a census taker's record book in the territory of enumeration precinct, or a house that is registered in a census taker's record book is demolished, a census taker has to inform his/her instructor about this and enter corresponding amendments to the tables 4 and 5 of his/her census taker's record book.

### 3.5. Performing of population survey (from 14<sup>th</sup> till 25<sup>th</sup> of October)

On the first day of the census in the beginning of the working day census taker receives a brief case with census documents from his/her instructor and visits each living premise (section II, p. 2.3) indicated in table 5 of the census taker's record book, as well as non-residential premises indicated in the table 4 and not included in table 5 within the period of 12 days. There is no necessity to carry all census papers received from the instructor. You can only carry those documents that are necessary for one or two days of work, and the rest of them shall be kept at the instructor's precinct in place designated by instructor.

Every **living premise** to be visited is written down as separate line, it has its number within the limits of enumeration precinct in column 4 of table 5.

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**ATTENTION! Change of premise number within the limits of enumeration precinct written down in column 4 of table 5 is strictly prohibited.**

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While visiting apartments of his/her precinct census taker checks number of every apartment written down in column 3 of table 5 against the apartments' numbers that are available in the houses of enumeration precinct.

If number of apartment in a house doesn't match the number stated in the record book, census taker writes down relevant notes to the column 3 of table 5 of the record book.

For example: column 3 contains apartments numeration from № 1 to № 70, and number of each premise within the limits of enumeration precinct, i.e. from № 1 to № 70, is written in column 4. While visiting apartments a census taker discovered that apartments № 2 and № 3 were factually united into one apartment № 2, i.e. apartment № 3 is factually absent. Line of the apartment № 3 is crossed out, and relevant note is made. **Subsequent numeration of the premises within the limits of enumeration precinct in column 4 of table 5 stays put.**

Table 5. Census taker's records

| Total at enumeration precinct                   | I. Registered by census taker |   |  |                                  |     |       |                                  |     |       |                             |                              |   |
|---|-------------------------------|---|--|----------------------------------|-----|-------|----------------------------------|-----|-------|-----------------------------|------------------------------|---|
|   | II. Considering control visit |   |  |                                  |     |       |                                  |     |       |                             |                              |   |
| Name of community, street, avenue, passage etc. | House No.                     | Apartment (room) No. in ascending order | No. of premise within the limits of enumeration precinct | Number of recorded to the form L |     |       | Number of recorded to the form V |     |       | Number of completed forms V | Number of completed forms KS | Notes   |
|   |                               |   |  | total                            | men | women | total                            | men | women |                             |                              |   |
| 1   | 2                             | 3                                       | 4  | 5                                | 6   | 7     | 8                                | 9   | 10    | 11                          | 12                           | 13  |
| Total for the page                              | registered by census taker    |   |  | 28                               | 13  | 15    | 2                                | 2   |       |                             |                              |   |
|   | considering control visit     |   |  |                                  |     |       |                                  |     |       |                             |                              |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 1                                       | 1  | 3                                | 1   | 2     | -                                | -   | -     | -                           | -                            |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 2                                       | 2  | 6                                | 2   | 4     | -                                | -   | -     | -                           | -                            |   |
| <del>Kovylkino town, Dzerzhynskogo str.</del>   | <del>3</del>                  | <del>3</del>                            | <del>3</del>   |                                  |     |       |                                  |     |       |                             |                              | Apt №3 is united with apt. №2 as one living premise |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 4                                       | 4  | 2                                | -   | 2     | 2                                | 2   | -     | -                           | -                            |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 5                                       | 5  | 4                                | 3   | 1     | -                                | -   | -     | -                           | -                            |   |
| ...   | ...                           | ...                                     | ...  |                                  |     |       |                                  |     |       |                             |                              |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 70                                      | 70   | 1                                | 1   | -     | -                                | -   | -     | -                           | -                            |   |
| ...   | ...                           | ...                                     | ...  |                                  |     |       |                                  |     |       |                             |                              |   |
| Kovylkino town, Dzerzhynskogo str.              | 5                             | 124                                     | 124  | 3                                | 2   | 1     | 1                                | -   | 1     | 1                           | 1                            |   |

You shall act similarly, if indicated numbers of apartments are absent (for example, apartments numeration in a house starts from № 5, and four apartments are used as offices), lines for four apartments are crossed out; **data of column 4 of table 5 stay put.**

If during the visit a census taker discovers that column 3 of table 5 contains information about 70 apartments, and there are in fact 71 apartments in the house, information about this not accounted apartment is written down in a free line after the last living premise of enumeration precinct. Address of the living premise is indicated in columns 1-3 of table 5, and the number following the last indicated number of the premise within the limits of enumeration precinct is written in column 4 of table 5.

Table 5. Census taker's records

| Total at enumeration precinct                   | I. Registered by census taker |   |  |                                  |     |       |                                  |     |       |                             |                              |   |
|---|-------------------------------|---|--|----------------------------------|-----|-------|----------------------------------|-----|-------|-----------------------------|------------------------------|---|
|   | II. Considering control visit |   |  |                                  |     |       |                                  |     |       |                             |                              |   |
| Name of community, street, avenue, passage etc. | House No.                     | Apartment (room) No. in ascending order | No. of premise within the limits of enumeration precinct | Number of recorded to the form L |     |       | Number of recorded to the form V |     |       | Number of completed forms V | Number of completed forms KS | Notes   |
|   |                               |   |  | total                            | men | women | total                            | men | women |                             |                              |   |
| 1   | 2                             | 3                                       | 4  | 5                                | 6   | 7     | 8                                | 9   | 10    | 11                          | 12                           | 13  |
| Total for the page                              | registered by census taker    |   |  | 28                               | 13  | 15    | 2                                | 2   |       |                             |                              |   |
|   | considering control visit     |   |  |                                  |     |       |                                  |     |       |                             |                              |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 1                                       | 1  | 3                                | 1   | 2     | -                                | -   | -     | -                           | -                            |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 2                                       | 2  | 6                                | 2   | 4     | -                                | -   | -     | -                           | -                            |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 3                                       | 3  |                                  |     |       |                                  |     |       |                             |                              | Apt №3 is united with apt. №2 in one living premise |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 4                                       | 4  | 2                                | -   | 2     | 2                                | 2   | -     | -                           | -                            |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 5                                       | 5  | 4                                | 3   | 1     | -                                | -   | -     | -                           | -                            |   |
| ...   | ...                           | ...                                     | ...  |                                  |     |       |                                  |     |       |                             |                              |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 70                                      | 70   | 1                                | 1   | -     | -                                | -   | -     | -                           | -                            |   |
| ...   | ...                           | ...                                     | ...  |                                  |     |       |                                  |     |       |                             |                              |   |
| Kovylkino town, Dzerzhynskogo str.              | 5                             | 124                                     | 124  | 3                                | 2   | 1     | 1                                | -   | 1     | 1                           | 1                            |   |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 71                                      | 125  | 4                                | 2   | 2     | -                                | -   | -     | -                           | -                            | apartment that is absent in the list is discovered  |

If during visiting of non-residential buildings stated in table 4 of the record book, census taker discovers people that live there and shall be enumerated, address of this house (premise) is also written down at the end of table 5, next after last premise number is assigned to such premise in column 4 (in our example it will be premise number 126), and remaining columns of table 5 are completed.

If numeration of the apartments doesn't match data of column 3 in full or to a considerable degree, you shall correct these data by accurate crossing out of wrong apartment numbers and writing down the right numbers next to them. **Data of column 4 of table 5 stay put.**

When planning daily itinerary a census taker must take into consideration the instructor's list of "difficult" premises provided by precinct police officer. A census taker shall visit these premises being accompanied by a precinct police officer according to the schedule prepared in advance.

When visiting an apartment and before starting the survey a census taker shall introduce him/herself, present identity documents (certificate of the All-Russian population census 2010 employee, passport – on demand) and inform the residents that:

- population census is a state activity and is carried out according to the federal law with uniform census papers for all country;
- information is recorded in census paper according to words of questioned person only, and is not checked in any way;
- information obtained as a result of census has restricted access, is classified, is not to be distributed, and is not provided to tax, housing or any other authorities;
- all census data will be used in form of consolidated tables only;
- people can take part in population census at permanent precincts.

In case of refusal of questioned person to provide personal information you shall try to convince him that it is necessary that he takes part in census, try to agree about repeated visit at convenient for questioned person time, making note about it in column 13 of table 5 (Notes), provide the address of permanent precinct people can visit.

If people were not at home by the time of visit you shall leave an informational leaflet on population census, state time of your next visit, asking to be at home at this time in the mailbox. The same request shall be given through neighbors, person in charge of the staircase etc.

ALL-RUSSIAN  
POPULATION CENSUS

Federal State  
Statistics Agency  
Form №9  
APPROVED  
by Rosstat Order  
of 2010 №

Dear citizens!

An All-Russian Population Census taker has visited you, but, unfortunately, you were not home and could not be questioned to complete census papers.

In order to collect your data we would like you to call and arrange the time when it is convenient for you to meet with a census taker **before 25<sup>th</sup> of October 2010** or to visit permanent precinct to take part in the census.

Address and phone number of permanent precinct  
of population census

Participation in the All-Russian population census is a social duty of person and citizen.

Everybody is important for Russia!

It is better to start from the upper floors in multi-storey buildings and to come down to the lower floors by stairs, it is recommended to ring to a few apartments at once on every landing.

Instructor shall be informed about all cases when census taker **could not enter a living premise**, or when **people refused** to take part in the census.

Census taker takes out from the brief case and completes according to the present Instruction form Cover, form C, census paper of form L for every person permanently residing in a premise, form P (one for whole premise), form V for every temporarily staying in the territory of Russia and living permanently abroad, necessary control documents.

All questions shall be asked **exactly the way they are written** in census papers, and **in the same order**, questions shall not be omitted and left uncompleted (except the cases when question omission for specific person is clearly prescribed in this Instruction). All answers to questions shall be written down to census papers immediately during population survey in front of respondents.

If somebody is absent during visit to a living premise, personal data (except information about nationality) can be written down from words of other members of household, if they **can answer** the census questions. In order to obtain an answer for the question about nationality and more accurate answers for other questions you shall visit such premise once again and ask the absent person personally (you shall agree on convenient time for your next visit with people who you met in the premise).

Upon completion of questioning for this living premises, census taker shall fill in columns 5-12 of table 5 of the record book, indicating number of people enumerated or forms completed. Number of completed forms V in column 11 of table 5 is stated for the premise where the last person on the census paper of this form V is registered.

If during visiting of non-residential buildings of the enumeration precinct, a census taker discovers people residing there, information on that shall be recorded in table 4 of the record book, and address of this house (premise) shall be written at the end of table 5. Then remaining columns of table 5 shall be completed, and the number next after the last premise in this table number shall be stated in column 4 (in our example it will be premise number 126).

Table 5. Census taker's records

| Total at enumeration precinct                   | I. Registered by census taker |   |  |                                  |     |       |                                  |     |       |                             |                              |  |
|---|-------------------------------|---|--|----------------------------------|-----|-------|----------------------------------|-----|-------|-----------------------------|------------------------------|--|
|   | II. Considering control visit |   |  |                                  |     |       |                                  |     |       |                             |                              |  |
| Name of community, street, avenue, passage etc. | House No.                     | Apartment (room) No. in ascending order | No. of premise within the limits of enumeration precinct | Number of recorded to the form L |     |       | Number of recorded to the form V |     |       | Number of completed forms V | Number of completed forms KS | Notes  |
|   |                               |   |  | total                            | men | women | total                            | men | women |                             |                              |  |
| 1   | 2                             | 3                                       | 4  | 5                                | 6   | 7     | 8                                | 9   | 10    | 11                          | 12                           | 13   |
| Total for the page                              | registered by census taker    |   |  | 28                               | 13  | 15    | 2                                | 2   |       |                             |                              |  |
|   | considering control visit     |   |  |                                  |     |       |                                  |     |       |                             |                              |  |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 1                                       | 1  | 3                                | 1   | 2     | -                                | -   | -     | -                           | -                            |  |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 2                                       | 2  | 6                                | 2   | 4     | -                                | -   | -     | -                           | -                            |  |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 3                                       | 3  |                                  |     |       |                                  |     |       |                             |                              | Apt №3 is united with apt. №2 in one living premise  |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 4                                       | 4  | 2                                | -   | 2     | 2                                | 2   | -     | -                           | -                            |  |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 5                                       | 5  | 4                                | 3   | 1     | -                                | -   | -     | -                           | -                            |  |
| ...   | ...                           | ...                                     | ...  |                                  |     |       |                                  |     |       |                             |                              |  |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 70                                      | 70   | 1                                | 1   | -     | -                                | -   | -     | -                           | -                            |  |
| ...   | ...                           | ...                                     | ...  |                                  |     |       |                                  |     |       |                             |                              |  |
| Kovylkino town, Dzerzhynskogo str.              | 5                             | 124                                     | 124  | 3                                | 2   | 1     | 1                                | -   | 1     | 1                           | 1                            |  |
| Kovylkino town, Dzerzhynskogo str.              | 3                             | 71                                      | 125  | 4                                | 2   | 2     | -                                | -   | -     | -                           | -                            | apartment that is absent in the list is discovered   |
| Kovylkino town, Dzerzhynskogo str.              | 11                            | -                                       | 126  | 1                                | 1   | -     | 1                                | 1   | -     | 1                           | 1                            | population is discovered in non-residential building |

During a census conduct **total** number of premises where census was conducted and size of population enumerated is **daily** calculated **according to table 5** of the census taker's record book. On the basis of these calculations columns 2-4 of table 2 "Information about population census conduct" of the census taker's record book are completed for corresponding date. Data is written down as cumulative total, i.e. on the first day of questioning results of the first day are written down, on the second day – sum of the first and second days, and so on.

#### IV. PROCEDURE FOR POPULATION CENSUS PAPERS COMPLETION

##### 4.1. How to complete machine readable population census documents (forms L, P, B and N)

Completion of machine readable population census documents is the key stage of the All-Russian population census 2010. Further on the quality of census papers processing, carried out by means of IT-equipment, and the correctness of the obtained census results depend on the quality of the census taker's work.

By filling in of the census papers a census taker has to be accurate and attentive. In order to perform responsibilities in due order a census taker has to:

1. Only use population census papers received at enumeration precinct.

2. Fill in population census papers only with **black gel pen, given by an instructor. Filling in of census papers with a pencil is forbidden!**

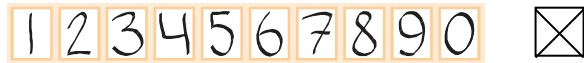
If the pen does not allow qualitative completion of the population census papers (gel ink do not come out, or come out from the pen intensively), such pen shall be replaced at instructor pre-

cinct. When filling in of census papers it is necessary to use a special writing surface provided with the brief case. It is forbidden to use a pack of unfilled or filled forms as a writing surface.

3. Fill in population census papers attentively in order to correct entered numbers and marks as little as possible.

4. Record the answers into specially designated fields of the population census documents. Words in printed letters shall be written in rectangular fields with black frames. Fields with point frames shall be filled in with numbers. Fields with black square frames of size 5x5 mm shall be filled with marks. Fields shall be filled strictly within specially designated frames.

5. Entering of numbers and marks shall be done in strict accordance with patterns:



Patterns of numbers and marks are provided at the top of each population census form.

It is very important for further processing of completed population census forms to follow the patterns of numbers and marks and write the words in the center of a rectangular field legibly and in relatively large letters.

Population census forms that have a large number of corrections and that were filled in with deviations from the present rules shall be rewritten by a census taker upon delivery of material to instructor at the end of the census.

6. If there are two or three symbols space for the answer, and the value to be recorded contains only one or two symbols, there is **no need to put any zeros ahead of such value**:

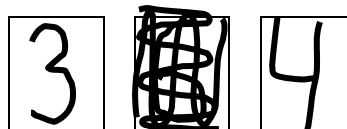


7. During filling in of a field it is **forbidden** to:

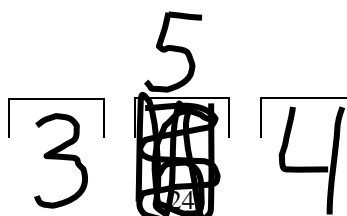
- outline the words, numbers and marks in the fields several times;
- write words, numbers and marks beyond the designated frames and lower parts of symbols shall not be written outside the frames or even in the other field;
- form line breaks;
- apply picturesque elements (loops, curves etc.).

8. Where applicable, a **number** entered into a census paper can be **corrected** by:

- crossing this number out several times in accordance with the pattern on the form (whole field shall be crossed):



- writing a new number in blank space (beyond the field frames) above the corrected number. In exceptional cases, it is allowed to write the corrections to the right or left of the corrected number. It is forbidden to write corrections to the right or left of the corrected number if there is a possibility to write the corrections above it. Corrections written to the right, left or bottom, are not read automatically and require additional manual work of operator which complicates and delays processing of the population census materials.

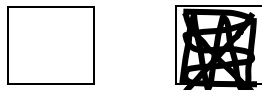






9. **Correction of marks** shall be made as follows:

- cross the wrongly written mark several times in accordance with the pattern (the whole field shall be crossed):



- put a mark into the required field in accordance with the pattern:



10. In case a wrongly completed field for printed letters shall be corrected:

- the written word shall be crossed with two lines;
- the correct value shall be written as far as possible within the field frame; in exceptional cases when there is no free place within the field designated for answer, the correction is written strictly over the top frame of the field as near to it as possible.

Census taker shall write legibly and make no mistakes when filling in the rectangular field with printed letters, as during automated processing of the population census papers this information will be used for screen coding.

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**ATTENTION! Use of correction fluid for making corrections in the population census forms is strictly forbidden! It is forbidden to use clips, staplers and other grips for fastening the population census papers!** This can result in impossibility of the further processing of census papers, and will require rewriting or refilling of the forms.

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11. There is a report footing at the bottom of each form for marks and numbers. Generally, this area is not filled, except for cases stipulated by this Instruction (in sections, describing the procedure for corresponding forms completion).

12. Damaged population census papers that have lost the original appearance (soaked, greasy, stained, faltered, bent, clipped, torn, etc.) shall be refilled by re-visiting people and those people shall fill the nationality field themselves.

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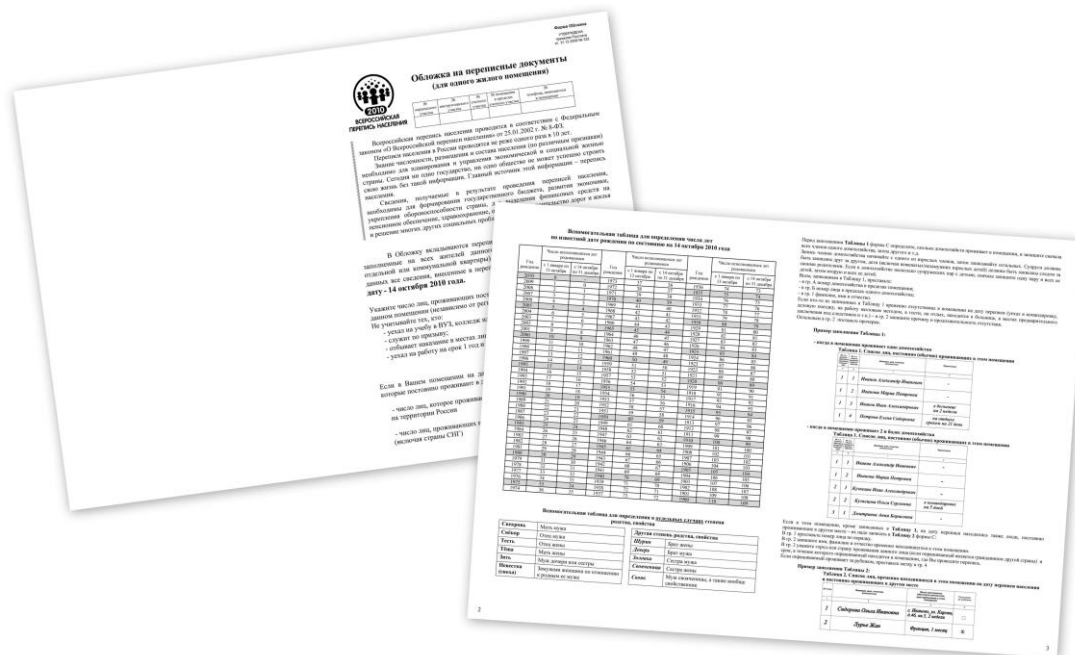
**Necessity to revisit people when refilling the forms will significantly complicate your work! Fill in the population census forms very carefully so that there is be no need to rewrite them before delivery to the instructor.**

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#### **4.2. Completion of the Cover form "COVER FOR POPULATION CENSUS PAPERS"**

Population census papers drawn up for a living premise are placed in the **Cover** and thereby are separated from the population census papers, completed for other living premises.



**Cover is filled** for every living premise where there people **permanently reside** (apartment, house, room in a dormitory, board, room, department), as well as for **homeless persons**.

In those accommodations where there are **no permanently residing persons** (hospitals, hotels, etc.), **Cover is not filled** (even if there are persons who temporarily stay in the territory of the Russian Federation and reside abroad).

The front page of the Cover contains summary information on the All-Russian population census 2010 that can help a census taker in communication with population.

Details are numbers of census, instructor and enumeration precinct (they are written on the cover of the this Instruction) - in the top right area of the first page and may be filled by census taker before starting the population survey. Number of premise within enumeration precinct is a number assigned to this premise in column 4 of Table 5 in the census taker's notebook. It shall be put down when visiting a premise before starting the survey. The same details are put on each census paper, filled for this premise, and also on the form C.

Форма Обложка  
УТВЕРЖДЕНА  
Приказом Росстата  
от 31.12.2009 № 332



### Обложка на переписные документы (для одного жилого помещения)

| № переписного участка | № инструкторского участка | № счетного участка | № помещения в пределах счетного участка | № телефона, имеющегося в помещении |
|-----------------------|---------------------------|--------------------|---|------------------------------------|
| 2                     | 1                         | 4                  | 138                                     | 533-59-48                          |

There is also a field on the Cover for writing down a phone number of this premise - it is to be filled in by a census taker with consent of persons, residing in this premise, having explained them that this phone number may be used for further clarification of their answers to questions of the census paper.

At the bottom of the Cover's front page in specially designated rectangular boxes the following information shall be written:

- 1) number of persons permanently residing in this premise (regardless of the registration), in accordance with clause 2.4 of this Instruction (p.9);
- 2) number of persons temporarily residing in this premise as of the census date (optional):
  - number of persons residing in another place in the territory of the Russian Federation;
  - number of persons residing in another country (including the CIS countries).

Укажите число лиц, проживающих постоянно в данном помещении (независимо от регистрации).  ⇒ Заполните на этих лиц Таблицу 1 формы С

Не учитывайте тех, кто:

- уехал на учебу в ВУЗ, колледж или техникум;
- служит по призыву;
- отбывает наказание в местах лишения свободы;
- уехал на работу на срок 1 год и более.

Если в Вашем помещении на дату переписи временно останавливались лица, которые постоянно проживают в другом месте, укажите:

- число лиц, которое проживает в другом месте на территории России   ⇒ Заполните на этих лиц Таблицу 2 формы С

- число лиц, проживающих в другой стране (включая страны СНГ)

There are additional tables for calculation of age on the basis of the known birth year (question 3 in form L) and for determining in some cases the family type (question 1 in form L) on the second page of the Cover.

The third page of the Cover contains explanations and patterns for filling of tables 1 and 2 of the form C.

#### 4.3. Completion of the form C "LIST OF PERSONS"

**Form C** is filled for each **premise where there people permanently reside**. Form C is **not completed** for hospitals, hotels, health resorts, vacation houses and other places where **population resides temporarily**.

Before starting to complete forms C on the C1 side details shall be written down in specially designated fields - numbers of census, instructor and enumeration precincts, to which this premise belongs, and also premise number within the boundaries of the enumeration precinct from column 4 table 5 in the census taker notebook (the same details are placed on the first page of the Cover for this premise).

Section **Premise address** shall contains the premise address where the census papers are completed.

In social and medical institutions, barracks, places of detention, religious organizations, where population of collective households reside, **the name of organization, institution** is written in the address box (for example, Veterans' House № 7 or Orphanage № 15 etc.). However, if in the apartment or the room in such institution a private household consisting of such institution staff resides (for example, a doctor lives together with his wife and children in an apartment, located in the building of the rest house where he works), the name of organization is not written down. Doctor's private household in such case shall be enumerated separately from the collective household of veterans permanently residing in that institution.

**Attention!** When conducting census at permanent precinct by filling in this section the **premise address where a person permanently resides** is indicated.

Список лиц  
Форма С  
УТВЕРЖДЕНА  
Правительством  
Российской Федерации  
от 31.12.2009 № 332

**2010**  
ВСЕРОССИЙСКИЙ  
ПЕРЕПИСЬ НАСЕЛЕНИЯ

2 1 4 C1 138

Адрес помещения

|  |                     |  |    |
|--|---------------------|--|----|
| Район  |                     | № дома (и № корпуса, если он есть) или ФИО доминирующей (если нет номера дома) | 20 |
| Город, индустриальный район, пгт                             | г. Пушкино          | № квартиры   | 51 |
| Сельский населенный пункт, сельская администрация            |                     | Наименование институциональной организации, учреждения                         |    |
| Название улицы, проспекта, площади, переулка, проезда и т.д. | Московский проспект |  |    |

Список лиц, подлежащих Всероссийской переписи населения 2010 года

Таблица 1. Список лиц, постоянно (обычно) проживающих в этом помещении

| № п.п. домохозяйства и предельный номер помещения | № п.п. лица в домохозяйстве | Фамилия, имя, отчество (полностью) | Примечание                 |
|---|-----------------------------|------------------------------------|----------------------------|
| А   | Б                           | 1                                  | 2                          |
| 1   | 1                           | Артемьев Андрей Петрович           | —                          |
| 1   | 2                           | Артемьева Ольга Викторовна         | —                          |
| 1   | 3                           | Дорошин Артем Игоревич             | —                          |
| 2   | 1                           | Тихонов Алексей Юрьевич            | —                          |
| 2   | 2                           | Петрова Мария Владимировна         | лежит в больнице, 1 неделя |

Конфиденциально (гарантируется получателем информации)

**C2**

Продолжение Таблицы 1

| № п.п. домохозяйства и предельный номер помещения | № п.п. лица в домохозяйстве | Фамилия, имя, отчество (полностью) | Примечание |
|---|-----------------------------|------------------------------------|------------|
| А   | Б                           | 1                                  | 2          |
|   |                             |                                    |            |
|   |                             |                                    |            |
|   |                             |                                    |            |
|   |                             |                                    |            |
|   |                             |                                    |            |

Таблица 2. Список лиц, временно находившихся в этом помещении на дату переписи населения и постоянно проживающих в другом месте

| № лица | Фамилия, имя, отчество (полностью) | Место постоянного (обычного) жительства, срок пребывания в этом помещении | Проживает за рубежом                |
|--------|------------------------------------|---|-------------------------------------|
| 1      | 2                                  | 3   | 4                                   |
| 1      | Афанасьев Борис Ефимович           | Франция, 2 недели   | <input checked="" type="checkbox"/> |
|        |                                    |   | <input type="checkbox"/>            |
|        |                                    |   | <input type="checkbox"/>            |
|        |                                    |   | <input type="checkbox"/>            |
|        |                                    |   | <input type="checkbox"/>            |

Конфиденциально (гарантируется получателем информации)

### Table 1 "List of persons permanently (usually) residing in this premise".

In Table 1 it is necessary to record all persons **permanently residing in these premises as of the date of population census** (00:00, October 14, 2010). People can be listed (registered) both in these premises, and at another address, but if they permanently reside at this address - they shall be enumerated here.

Before filling in Table 1 it is necessary to determine how many households live in the premise and write down at first all members of one household, then of another, etc.

Recording of the household's members starts with one of adult members, then the rest are enumerated. Spouses shall be enumerated one after another, children (including unmarried adult children) shall be enumerated after their parents. If there are several married couples with children in the household, at first you shall enumerate one couple and all its children (unmarried), and then the second one and all its children.

All enumerated in Table 1 are marked up with:

- in column A index number of household within one premise;
- in column B index number of person within his/her household;
- in column A last name, first name and patronymic in full.

If someone recorded in Table 1 was temporarily absent from the premise as of the date of census (was on business trip, business tour, was at work on a rotational basis, was on a visit, on vacation, in hospital, in detention facilities under investigation, etc.), column 2 "Note" shall contain the reason and duration of absence.

For the others the column 2 shall be left blank with a dash.

If the number of people residing in this premise exceeds the number of lines in the Table 1 (more than 10 people), additional form C shall be filled. Such additional form C shall contain same details as the first one for this premise. To the right of the field "Premise number within the enumeration precinct" on the first form C letter "a" shall be written, and letter "b" - on the second. The premise address shall not be indicated again. In the Table 1 the record of persons residing in this premise continues from the number following the last written on the first form C for this premise.

If after recording of the last member of the last household, census taker finds out that one of members of previous household was not accounted, he shall be recorded in an empty line of Table 1, following the last filled line:

- in column A index number of household with the person not accounted is written;
- in column B index number of the person within the household - next after the last member of his/her household is written;
- in column 1 surname, first name and patronymic shall be written in full.

If people who permanently reside in other settlement or state are in this premise as of the date of census, they shall be recorded in **Table 2 “List of persons temporarily staying at the premise as of the date of census and permanently residing in another place”**.

In column 1 index number of person is written.

In column 2 surname, first name and patronymic of a person temporarily staying in the premise shall be written.

In column 3 address or city in the territory of the Russian Federation, or only the resident country of the person (if the respondent is a permanent resident of another state) and the period during which the respondent stays at the address where census takes place shall be written.

In column 4 those persons permanently residing abroad (and having the name of a foreign country in column 3) shall be marked.

If no people stay or reside in the living premise as of the date of census except those recorded in Table 1, Table 2 shall not be filled.

If any of the respondents refuses to give his/her surname, first name or patronymic, census may be conducted without such data (or just with writing down three letters of initials). In this case the census taker shall explain that surname, first name and patronymic are recorded only in the List of persons for providing accuracy of assigning people to households and families, and census forms L and V (with answers to questions regarding each person) do not contain any surnames, first names or patronymics.

The number of persons recorded in Table 1 Form C shall comply with the number of persons permanently residing in the premise written on the front page of the Cover. The number of persons recorded in Table 2 Form C shall be equal to the sum of persons permanently residing in another place in the territory of the Russian Federation and persons residing in another state (including CIS countries), which is written on the first page of the Cover.

#### **4.4. Filling in of Form L “POPULATION CENSUS”**

Before starting to complete forms L on the L1 side **details** shall be written in specially designated fields - numbers of census, instructor and enumeration precincts, to which this premise belongs, and also **premise number within the boundaries of the enumeration precinct** from column 4 table 5 in the census taker notebook (the same details are placed on the first page of the Cover for this premise).

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The “Blank No” box for numbers shall not be filled.

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Before questioning every person **Index number of the household within the premise** shall be written in the zone A above the first question - **Index number of the individual within the premise, for whom population census is filled in** - in the zone B, accordingly from the column A and column. B of Table 1 of Form S. It is important to write numbers correctly, as during further processing information on these numbers classification people by households and families will be held.





Список лиц, подлежащих Всероссийской переписи населения 2010 года

| № п.п. записанных в порядке очередности |   | Фамилия, имя, отчество (полностью) |   | Примечание                 |
|---|---|------------------------------------|---|----------------------------|
| а                                       | б | а                                  | б |                            |
| 1                                       | 1 | Артемьев Андрей Тетрович           |   | —                          |
| 1                                       | 2 | Артемьева Ольга Викторовна         |   | —                          |
| 1                                       | 3 | Дерюшин Артём Игоревич             |   | —                          |
| 2                                       | 1 | Тихонов Алексей Юрьевич            |   | —                          |
| 2                                       | 2 | Петрова Мария Владимировна         |   | лежит в больнице, 1 неделя |

Person who is the first one to be recorded within the household shall be marked in accordance with a prompt **“the first one recorded”**. Other household members - a mark in accordance with one of the following given prompts.

A **“wife, husband”** prompt mark individuals who are married or live in a civil union. The same mark shall be given to the one who calls himself/herself **“the civil wife (husband)”**, **“future wife/husband”**, **“groom (bride)”**, **“boyfriend (girlfriend)”**, **“beloved person”** in relation to the individual who was the first to be recorded (provided that these people live in the same household).

A **“daughter, son”** prompt is marked by own and step children, including adopted children, stepson (stepdaughter). Children under wardship, who are non-relatives and not related to the individual, who was the first to be recorded, are considered to be **“non-relatives”**.

A **“mother, father”** prompt will be marked by the parents, both related and not-related (stepmother, stepfather).

A **“sister, brother”** prompt will be marked by sisters and brothers, both related and step.

A **“mothers-in-law, fathers-in-law”** prompt will be marked by parents of a husband or a wife who was the first to be recorded. With that it does not matter whether marriage was registered or not.

A **“sister-in-law (daughter-in-law), son-in-law (brother-in-law)”** prompt will be marked by a woman or a man if the first one to be recorded was relative of her (his) husband (wife) regardless whether marriage was registered or not.

A **“grandmother, grandfather”** prompt will be marked by related and step grandmothers and grandfathers.

A **“grandson, granddaughter”** prompt will be marked by related and step grandsons and granddaughters, including children of step-daughter (step-son) of the individual who was the one to be recorded.

A **“another degree of kinship (of relationship)”** prompt will be marked, if a respondent is related to the member of a household in some other way, in addition to the listed (for example, nephews, wife’s brother, husband’s brother, husband’s sister, wife’s sister, husband of one’s wife’s sister, cousins, second cousins, uncle, aunt and etc.).

If a census taker has doubts about which prompt to mark according to the answer of the respondent, he shall use additional tables on the second page of the Cover, where some of the cases of blood relations are listed.

A **“non-relative”** prompt shall be marked for those who are a part of this household, but does not have any relative (blood) relations with the first one recorded (for example, hired house-keeper who helps to keep the households - baby-sitter, governess and members of their families, who live within the household and contribute to it, children and seniors under wardship and patronized, who are not relatives to the first one recorded) - for example, a **“non-relative”** prompt will be marked by the baby-sitter and her daughter. With that, one shall indicate in a special field how he/she is related to the first one to be recorded within the household (for example, a baby-sitter, a daughter of a baby-sitter, a hired employee, tutored step-child).

Every member of a household (regardless of age and whether he is married or not) **living within the same household with both parents or only one of them**, shall be marked with a **serial number of his/her mother** (either related or step-mother) from column B of Table 1 of Form S. If there is no mother in the household, and there is only father (related or step-father), then the serial number of a father will be indicated. If there is neither **mother nor father** in the household, then **neither mark is put**.

**Serial number** of a mother (father) is put only in case they belong **to the same household** with the respondent. **If children live with their parents in the same premise but refer to other premises, then the number of a mother (father) should not be marked.**

In case household consists of **one person** then this person is indicated as **“the first one to be recorded”**.

**Адрес помещения**

|   |   |                     |
|---|---|---------------------|
| Район   | № дома, № квартиры, если не встал (или №10 домовладения или №10 дома (или №10)) | 20                  |
| Город, муниципальный район, с/пос.                | № квартиры  | 51                  |
| Сельский населенный пункт, сельская администрация | Наименование населенного пункта (тип населенного пункта)                        |                     |
| Новые улицы, проспекты, бульвары, проезда и т.д.  |   | Московский проспект |

**Список лиц, подлежащих Всероссийской переписи населения 2010 года**

Таблица 1. Список лиц, постоянно (обычно) проживающих в этом помещении

| № п.п. в порядке записи в листе | № п.п. в порядке записи в листе | Фамилия, имя, отчество (полностью) | Примечания                 |
|---------------------------------|---------------------------------|------------------------------------|----------------------------|
|                                 |                                 |                                    |                            |
| 1                               | 1                               | Артемьев Андрей Петрович           | —                          |
| 1                               | 2                               | Артемьева Ольга Викторовна         | —                          |
| 1                               | 3                               | Дорожнин Артем Игоревич            | —                          |
| 2                               | 1                               | Тихонов Алексей Юрьевич            | —                          |
| 2                               | 2                               | Петрова Мария Владимировна         | лежит в больнице, 1 неделя |

**МОТН**

**SON**

Individuals who permanently reside in **dormitories, hotels and rest houses** are regarded as independent households. For example, if three students live in the same room of a dormitory and consider that each of them lives independently (not combining the sources for food and utilities), then they shall be enumerated as three independent households, each of them consisting of 1 person.



If they think they live as one household (keep the house, combine their income either wholly or partially), they make up one household, consisting of non-relatives. If two of them live within one household (keep the house, combine their income either wholly or partially), and the third one lives separately (not combining their means for food and utilities), then they shall be enumerated as two households, consisting of two and one person respectively. Family, permanently residing in a hotel, is enumerated as a private household, consisting of relatives.

In collective households the question 1 is filled in the following way:

- a person who is filled in Table 1 of the form S under number 1 shall be marked under “**the first one recorded**” prompt.

- other members of a collective household within this premise will be marked under “**non-relative**” prompt.

### **Question 2. Your sex**

Please mark one of the following prompts.

### **Question 3. Your date of birth**

The question shall be asked exactly as it is written in a population census.

The day, month and year of birth shall be written in numbers.

For example, if a respondent was born on 12th May, 1946, then it shall be written as “12”, “5” and “1946”.

After writing date of birth **without additional inquiry** one shall identify **the age** by the additional tables on the basis of the known birth year as of the moment of enumeration and write it in numbers in a special zone.

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**Census taker shall not ask “how old are you” question.**

**Age shall be identified solely on the basis of a table.**

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For children under one year of age “0” shall be written.

Information on the age will be used by census taker during further survey in order to promptly identify whether a person shall be asked a question of a population census (for example, a question 8.1 is asked only to individuals of 10 years old and over).

### **Question 4. Your place of birth**

For person born in the territory of Russian Federation (including RSFSR) only the name of region or territory, or republic, or autonomous district, city of Moscow or city of Saint-Petersburg (for example, “Saratov Region”, “Republic of Dagestan”, “Chukotka Autonomous District) shall be written.

For person born outside Russian Federation, in foreign country or one of the united republics of the former USSR name of the foreign country or united republic of the former USSR, where he/she was born (for example, Kazakhstan, Latvia, Poland, Canada) shall be written. For example, for person born in Vitebsk in 1981 written Belorussian USSR shall be written, and not Vitebsk Region or town of Vitebsk.

If a respondent names only a settlement, he/ she shall be asked to specify in which subject of the Russian Federation or in which foreign country this settlement is.

**Subjects of the Russian Federation include republics, territories, regions, autonomous districts, Moscow, Saint-Petersburg, Jewish Autonomous District.**

Administrative and territorial changes that were made after the respondent’s birth shall not be taken into account. Name is written in the way it was as of the moment of birth of the respondent.

ent. In case if a respondent remembers (knows) only the contemporary name of place of birth, a census taker shall write the name he is provided.

The box for numbers after writing place of birth in words is left blank.

### Question 5. Your marital status.

**Individuals aged 16 years and more and married individuals under 16** put a mark that corresponds to any of the given prompts.

**“Married”** will be marked by the one who is married at the present time regardless whether his/her marriage is registered with the registry office or not.

After mark **“Married”** is indicated, census taker shall ask a sub-question **“Is your marriage registered?”** and depending on the answer put a mark that corresponds to a prompt **“yes”** or **“no”**.

If a respondent’s spouse lives together with her (him) within the same household, an index number shall be put in a special zone, under which a spouse is written in column B of Table 1 of Form S. If a spouse is not enumerated within the same household then no index number is put.

HUSB

WIFE

Список лиц, подлежащих Всероссийской переписи населения 2010 года

Таблица 1. Список лиц, постоянно (обычно) проживающих в этом помещении

| № п.п. в списке | № п.п. лица в пределах домохозяйства | Фамилия, имя, отчество (полностью) | Примечание                 |
|-----------------|--------------------------------------|------------------------------------|----------------------------|
| 1               | 1                                    | Артемьев Андрей Петрович           |                            |
| 1               | 2                                    | Артемьева Ольга Викторовна         |                            |
| 1               | 3                                    | Дорошин Артем Игоревич             |                            |
| 2               | 1                                    | Тихонов Алексей Юрьевич            |                            |
| 2               | 2                                    | Петрова Мария Владимировна         | лежит в больнице, 1 неделя |

Конфиденциально (гарантируется получение информации)

**“Officially divorced (divorce is registered)”** will be marked by the one who was once married and is not married any more, and **the divorce is registered** with the registry office.

**“Separated”** will be marked by the one who was once in unregistered marriage, and now is separated, and also by the one who is in registered marriage and separated, but **divorce is not registered** with the registry office.

**“Widower, widow”** will be marked by the one who was once married (regardless of whether it was registered or not), then **this marriage ceased** because of the death of a spouse and the person has not yet entered a new marriage.

**“Never married”** will be marked by the one who has never been married (registered - actual or not registered).

When filling in of census papers it is necessary in case of obvious non-compliant answers to the question 5 to specify some information from the respondents. For example, Popova A.A. lives in a premise where the survey is conducted (№ in column B - 1), her daughter Popova G.V. (№ in column B - 2) and Suvorov K.B. - non-relative (№ in column B - 3). Popova A.A. who answered questions on behalf of her daughter told that her daughter was divorced, and Suvorov K.B. answered that he was in unregistered marriage and indicated the index number of a spouse, under which Popova G.V. is registered. In this situation it shall be specified whether Popova G.V. and Suvorov K.B. are in registered marriage and make relevant amendments to the questions 1 and 5.

#### **Question 6. Your citizenship**

**The citizens of the Russian Federation** mark the prompt “*Russian Federation*”.

**Foreign citizens** will write the name of the country of citizenship in the special field (for example, Italy, Ukraine, Moldova).

Citizens of the Russian Federation who have double citizenship - of **Russia and of another country** - shall mark the prompt “Russian Federation” and write down the name of another country of citizenship.

For those who have two citizenships only one chosen by the respondent shall be specified. In case of oral answer mark shall not contain word “Russia”, but “Russian Federation” shall be used instead.

If a respondent finds it difficult to answer this question, he shall be reminded that the citizenship is indicated by the passport of the country or another document indicating the citizenship of a person. In this case a census taker is **strictly forbidden** to demand the passport or to show a record about citizenship in it.

For those who do not have a citizenship, a “*no citizenship*” prompt shall be marked.

The citizenship of children under 14 years of age is identified by their parents. <sup>2</sup>

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Space for numbers after writing name of the country in words is left blank.

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#### **Question 7. Your nationality (by choice in accordance with an Article 26 of the Constitution of Russian Federation)**

A census taker shall ask questions in the exact wording of the census paper and write it down according to the respondents’ words strictly.

The nationality of children under 14 years of age and of people with mental and physical disabilities will be identified by their parents (foster fathers/mothers, guardians, tutors or other legal representatives).

If a respondent refuses to provide his nationality, a mark “*refuse to answer*” is put and in the field of answer a word “no” is written.

Individuals who are absent during the census period and who could not be questioned in person, a word “no” shall be written in the field of answer.

**Attention! When questioning people, a census taker is strongly forbidden to use any kind of dictionaries and lists of nationalities.**

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Space for numbers after writing an answer in words is left blank.

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### **Section 8. EDUCATION AND TRAINING**

#### **Section 8.1. Your education**

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<sup>2</sup> For acquisition and termination of the Russian Federation citizenship by the child of 14 to 18 years old his consent is required (according to the Russian Federation citizenship Federal law of 31.05.2002 № 62-FZ, Article 9 clause 2).

Individuals **aged 10 years old and over** shall put a mark that corresponds to **one** of the following prompts.

Level of education is identified by the document of the state sample (certificate, certificate of degree, reference and etc.) received upon graduation from education institutions. **The highest level of education** received by the respondents is taken into account.

In addition to the names of the levels of education accepted nowadays prompts contain the names of the same levels of education which were used earlier (given in parentheses).

**In case the respondent has difficulty** identifying his level of education the following rules shall be followed.

**“Primary comprehensive (primary)”** and **“basic comprehensive (incomplete secondary)”** education can be identified by the number of completed classes and year of graduation, which is given in the table below. The same table is given in the Form № 10 “A card for a respondent” - it can be shown to the respondent in case of difficulty in identification of the level of education.

**Table for identification of the level of education for individuals who did not get (complete) comprehensive secondary education with number of classes**

| <i>How many classes of comprehensive educational institution did the respondent finish?</i>  | <i>Educational level corresponding to this number of classes</i> |
|--|--|
| Finished primary comprehensive school  | <b>Primary comprehensive (elementary)</b>                        |
| Finished 3 classes of 3-year primary comprehensive school in 1972 and later.   |  |
| Finished 4-6 classes.  |  |
| Finished 7 classes in 1962 and later.  |  |
| Finished 8 classes in 1990 and later.  |  |
| Studies in 5-9 classes.  |  |
| Left after 4 classes during 1972/73 1988/89 school years.  |  |
| Left after 5-7 classes.  |  |
| Left after 8 classes in 1962/63 school years and later   |  |
| Left after 9 classes in 1989/90 school years and later   |  |
| Finished post-primary secondary school:<br>- 7-year in 1961 and earlier,<br>- 8-year in 1963-1989,<br>- 9-year in 1990-1992,<br>- general comprehensive school in 1993 and later | <b>General comprehensive (post-primary secondary)</b>            |
| Finished 7 classes in 1961 and earlier.  |  |
| Finished 8 classes in 1989 and earlier.  |  |
| Finished 9 classes   |  |
| Finished 10 classes of 11-year or 12-year secondary school   |  |
| Finished 11 classes of 12-year secondary school  |  |
| Studies in 10-11 (12) grade  |  |
| Left after 8 classes in 1961/62 school years and earlier   |  |
| Left after 9 classes in 1988/89 school years and earlier   |  |
| Left after 10-11 (12) classes  |  |

**“Secondary (complete) comprehensive”** - will be indicated by those who finished secondary comprehensive institution - a school (including the ones with advanced study of several subjects), a lyceum, a gymnasium and etc. and got a certificate of secondary (complete) education.

**“Primary professional”** will be indicated by:

- those who finished 8 or 9 classes of comprehensive educational institution (a school) and who finished educational institution of primary professional education (training college, vocational school, educational-course center, training and manufacturing center, technical school (for example, nautical and etc.);

- those who received secondary (complete) comprehensive education and who finished educational institution of primary professional education (training college, vocational school, educational-course center, training and manufacturing center, technical school (for example, nautical and etc.);

**“Secondary professional (specialized secondary education)”** - will be indicated by those who finished educational institution of secondary professional education - technical secondary school, specialized school (for example, medical, pedagogical), college, technical secondary school and enterprise and etc.

**“Incomplete higher professional (incomplete professional)”** - will be indicated by those who finished education according to the main educational program of higher professional education in the volume of no less than 2 years of the educational period and who received a diploma of undergraduate higher education.

This prompt will be indicated also by those who study and who studied and finished education according to the general educational program of higher professional education in the volume of no less than half of the educational period. Those who studied at the institutes of higher education **less than half of the period** of education, will mark level of education they had **before entering** the university, i.e. *“secondary professional (secondary specialized)”* or *“secondary comprehensive (complete)”* or *“primary professional”*.

Those who graduated from the institutes of higher education: institute, academy, university and etc., will mark the level of **higher professional education**:

- **“bachelor”** - those who studied in higher educational institution no less than 4 years and received certificate of the “bachelor”;

- **“specialist”** - those who got a certificate of the “specialist” and who graduated from the university before 1995 (including graduates of the institutes of higher education in the USSR);

- **“master”** - those who studied at the institutes of higher education no less than 6 years and got a certificate of the “master”.

If a respondent has several levels of professional education, then only the highest one will be marked (for example, those who are bachelors and specialists will mark “specialist”).

**“Post-graduate professional”** - those who finished post-graduates course, residencee training and training in a military academy at the educational institutions of higher professional education and scientific institutions (regardless of defense of a thesis).

Graduation from educational institutions in the correspondence and internally-correspondence form, evening form and also in the form of family education, self-education and in the form of externship is equal to graduation from the relevant full-time educational institutions.

Those who study or finish educational institutions of second education that do not provide comprehensive education (for example, educational-course center (office), training and production center, courses of retraining and improvement of qualification, preliminary courses of the educational institutions, centers of professional orientation, musical and art schools, school of arts, sport schools, the house of youth creativity and etc.) will mark **the level of education they received before entering** these educational institutions.

**“Don’t have education”** will be marked by those who do not have any education. These people shall be asked a question **“Can you read and write?”** and depending on the answer mark one of two prompts:

**“yes”** - those, who can read and write;

**“no”** - who can neither read nor write.

If a respondent can either read or write only, mark “no” will be put.

The question is left blank for the individuals **under 10 years of age**.

**Question 8.2. Do you have academic degree of candidate of science, doctor of science?**

This question shall be asked to those who answered “bachelor”, “specialist”, “master” or “post-graduate professional” in question 8.1. Depending on answer one of the marks will be put - “candidate of science”, “doctor of science” or “don’t know”.

**Question 8.3. Do you study at educational institution?**

The question is left blank for individuals under 6 years of age and over 50 years.

Individuals **aged 6-50** studying at educational institution (governmental, municipal and non-governmental (private, public and religious organizations), which provides education on the basis of comprehensive and professional programs, will mark “yes” prompt.

Individuals aged 6-50 who **never studied anywhere**, and also who attended institutions of second education for kids and grown-ups - musical, art, choreographic school, school of arts, centers (palaces, houses, stations, clubs) of youth art, sport, technical, ecological and etc., different courses and other **institutions that do not provide comprehensive and professional education**, will mark “no” prompt.

**Question 8.4. Does the child attend pre-school institution?**

Individuals **under 10 years of age who do not attend pre-school institution (school)** mark one of the following prompts.

“Yes” - children who attend pre-school institution (kindergartens for the kids of early age, kindergartens, including those which are compensatory for handicapped children) regardless of their form of ownership. If at the moment of the survey a child does not attend a pre-school institution **temporarily** (for example, due to illness), then mark “yes” is put.

“No” - children who do not attend pre-school institution.

For children at the age of 10 and older answer to this question is left blank.

This question is filled for all children under 6 years old, and also for all children at the age of 6-9 who have “no” in their question 8.3.

**Section 9. LANGUAGE PROFICIENCY**

Language proficiency means speaking, reading and writing skills or speaking native language only.

This section is filled regardless of the respondent’s age. Language proficiency and native language of young children is identified by their parents. In the event that children can not speak, language proficiency is identified by the language spoken by their parents (and other members of the household).

**Attention! Questioning people, a census taker is strongly forbidden to use any kind of dictionaries and lists of languages.**

**Question 9.1. Do you know Russian?**

Question clarifies proficiency in a state language of the Russian Federation, Russian language.

Depending on the respondent’s answer, one of the mark should be put - “yes” or “no”.

**Question 9.2. What other languages do you speak?**

In each box only one language spoken by a respondent is indicated. No more than three answers shall be written for this question.

If a person names more than three languages, any three of them shall be written at the respondent’s choice.

In response to question 9.2 Russian language cannot be indicated.

For deaf, deaf-and-dumb and hearing-impaired persons, who speak a sign language, mark “sign language” shall be indicated.

If a respondent does not speak any other languages, question 9.2 shall be left blank.

Language proficiency and language learning at school shall not be confused - if a respondent has doubts about an answer, he/she shall be explained what language proficiency means (look above “Section 9”).

### Question 9.3. Your native language


In a special field the name of only one language shall be written - the language which the respondent considers to be native. If a person names more than one native language, only one will be written at the respondent’s choice.

Space for the numbers after writing an answer in words is left blank.

## Section 10. MEANS OF LIVING

### Question 10.1. Indicate all your means of living.

Asking a question, a **respondent shall be shown a Card for a respondent** (form No 10), on the face side of which the list of all answers to the question 10.1 is given. Upon acquaintance with a list, a respondent will choose an answer - one or several.

|  |
|--|
|  <p>Форма № 10<br/>УТВЕРЖДЕНА<br/>приказом Росстата<br/>от 31.12.2008 № 332</p>   |
| <p><b>Карточка для респондентов</b></p>  |
| <p><b>Назовите, пожалуйста, все имеющиеся у Вас источники средств к существованию из числа перечисленных</b></p>   |
| <ol style="list-style-type: none"> <li>1. Трудовая деятельность, включая работу по совместительству</li> <li>2. Личное подсобное хозяйство</li> <li>3. Стипендия</li> <li>4. Пенсия (кроме пенсии по инвалидности)</li> <li>5. Пенсия по инвалидности</li> <li>6. Пособие (кроме пособия по безработице)</li> <li>7. Пособие по безработице</li> <li>8. Другой вид государственного обеспечения</li> <li>9. Сбережения; дивиденды; проценты</li> <li>10. Сдача внаем или в аренду имущества; доход от патентов, авторских прав</li> <li>11. Иждивение; помощь других лиц; алименты</li> <li>12. Иной источник (<i>назовите, какой именно</i>)</li> </ol> |

| Таблица для определения уровня образования лиц, не получивших среднего (полного) общего образования, по числу окончанных классов   |  |
|--|--|
| Сколько классов общеобразовательного учреждения окончил опрашиваемый или в каком классе учится   | Уровень образования, соответствующий данному числу классов |
| Окончил начальную общеобразовательную школу  | <b>Начальное общее (начальное)</b>                         |
| Окончил 3 класса трехлетней начальной общеобразовательной школы в 1972 г. и позднее  |  |
| Окончил 4-6 классов  |  |
| Окончил 7 классов в 1962 г. и позднее  |  |
| Окончил 8 классов в 1990 г. и позднее  |  |
| Учится в 5-9 классах   |  |
| Выбыл из 4 класса в 1972/73-1988/89 учебные годы   |  |
| Выбыл из 5-7 классов   |  |
| Выбыл из 8 класса в 1962/63 учебном году и позднее   |  |
| Выбыл из 9 класса в 1989/90 учебном году и позднее   |  |
| Окончил неполную среднюю школу:<br>- семилетнюю в 1961 г. и ранее,<br>- восьмилетнюю в 1963-1989 гг.,<br>- девятилетнюю в 1990-1992 гг.,<br>- основную общеобразовательную школу в 1993 г. и позднее | <b>Основное общее (неполное среднее)</b>                   |
| Окончил 7 классов в 1961 г. и ранее  |  |
| Окончил 8 классов в 1989 г. и ранее  |  |
| Окончил 9 классов  |  |
| Окончил 10 классов одиннадцатилетней или двенадцатилетней средней школы  |  |
| Окончил 11 классов двенадцатилетней средней школы  |  |
| Учится в 10-11 (12) классах  |  |
| Выбыл из 8 класса в 1961/62 учебном году и ранее   |  |
| Выбыл из 9 класса в 1988/89 учебном году и ранее   |  |
| Выбыл из 10-11 (12) классов  |  |

In accordance with an answer, marks shall be put in a census paper - they shall correspond to one or several given variants.

**“1 - Labor activity, including part-time job”** - will be indicated by those, who receive a fee in money or who are paid in kind for the labor activity (salary, wages, award, bonus, payment by results and the like), has one-time earnings (temporary, casual), one-time job (temporary and extra), part-time jobs, or earn profit from business (commercial) activity (their own business); grants are included, if they are set for the work carried out, money award paid to writers, artists, actors, lawyers and people of similar professions, various additional payments to the basic salary (for example,

additional payment to the title “honored worker of culture”). Such means of living shall be indicated by those keeping farm, raising agricultural products, animals and poultry generally for sale, seasonal workers and individuals who work on rotational basis.

Such means shall be indicated by those working individuals who as of the date of population census are on sick-leave certificate, on paid leave (regular, pregnancy and delivery, nursing care and etc.) or on unpaid leave on the initiative of plant management (institution, organization) for a period of no longer than 6 months.

**“2 - Personal household plot”** - will be indicated by those who are occupied at their own household plots (including cottage, gardens and kitchen gardens etc.) with agricultural works and (or) cattle breeding, fishing, hunting, gathering of wild fruit and mushrooms, provided that agricultural output is intended for their own consumption, generally.

**“3 - Scholarship”** - will be indicated by those studying and receiving scholarships (including scholarships paid to the students who are assigned on training by the entity or organization, placement service).

**“4 - Pension (except for the disability pension)”** - is indicated by those who receive old-age pension (by the age), social pension and pension in case of the breadwinner loss, for years of service (for example, to the military servants, federal civil office employee, cosmonauts, first-flight officers).

Money compensation of benefits to the pensioners (including labor veterans, disabled people, exonerated, residents of besieged Leningrad, etc.) for free transportation, medical treatment, medicaments, etc., and also additional state pension (from non-governmental pension fund), additional payments of pension from the enterprises (organizations) are considered to be the part of the main pension and are not registered as a separate source.

Mark corresponding to this prompt shall be indicated by the person to whom such compensation **is provided**, not by who receives it. Thus pension for the breadwinner’s loss that is provided to a child, shall be marked for a child even being received by his mother.

**“5 - Disability pension”** - is indicated by the one, who receives pension for disabled. Mark corresponding to this prompt shall should be indicated by the person to whom it is provided, not by who receives it.

The right **to receive two pensions simultaneously** - “pension (except for the disability pension)” and “disability pension” is provided to:

- participants of the Great Patriotic war (governmental disability pension and labor pension for the old-aged);
- citizens awarded with the sign “resident of besieged Leningrad” (governmental disability pension and labor pension for the old-aged);
- citizens who became disabled as a result of military trauma (governmental disability pension and labor pension for the old-aged).

In certain cases second pension can be provided to:

- widows of military servants who were killed when they were on military service by conscription as a result of military trauma, and who did not conclude a new marriage;
- parents of military servants doing military service by conscription who were killed when they were on military service or who died as a result of military trauma after discharge.

**“6 - Benefits (except for unemployment benefits)”** - will be marked for those who are provided with the following monthly public benefits:

a) during parental leave (till the age of 1,5) is marked for mothers, or fathers, or tutors, or other relatives (if mother and (or) father are dead, have limited parental rights, recognized as legally incapable, etc.), who provide factual care about the child;

b) entitlement payments from enterprises to mothers who worked at the enterprise, organization before the child birth, which are paid till the child reaches the age of 3 years;

c) benefits and payments to tutor (guardian) for the child raising, who are in tutorship (guardianship);



d) monthly benefits to children (this prompt is marked for a **child**), which are provided to:

- each child at the age of 0-16 years, also to the students of institutions of secondary education institutions until their graduation but up till they are 18 years old in families with amount of per capita income that gives the right to such benefit in accordance with legislation of the subjects of the Russian Federation;

- children of the servicemen doing military service by conscription (benefit is given from the day of child's birth, but no earlier than the day of parent's military service commencement by conscription, till the child is 3 years old, but not later than his parent's military service is over);

- children of the killed (dead) parents, gone missing during their military duty performance till the child is 18 years old (for those who study in educational institutions full-time - until graduation, until they are 23 years old);

- children at the age of 16, whose parents evade payments of alimony;

e) monthly benefits to wives (husbands) of servicemen doing military service by conscription, living together with their husbands (wives) in the area where they can not work in their field of expertise due to the lack of employment opportunities;

f) compensatory payments to students of higher, secondary professional institutions in academic leave for medical reasons and postgraduates studying out of work;

g) subsidies for housing and utility services payments.

We wish to draw your attention that "6 - Benefits (except for unemployment benefits)" is marked for the one who is provided with it, not the one who receives it.

"7 - **Unemployment benefits**" will be marked for those registered in the bodies of employment service as unemployed and who receive unemployment benefits, and financial support at the expense of employment fund.

"8 - **Another type of state support**" - will be marked for inmates of children's homes, students of boarding schools, people who live in nursing homes for senior or disabled citizens, etc., those who are under government support.

"9 - **Savings; dividends; interest**" will be marked for those who have money savings due to previously received financial income which was not spent, heritage, and also for those who receives dividends and interest accrued on money deposits and securities.

"10 - **Property lease and renting; income from patents, author's rights**" - will be marked for those who get income in the form of rentals for the rented apartments, garage or other property (personal and real property), and also income from patents, author's rights, royalty (reward paid to the author or its offsprings for use of scientific discovery, literary work and artwork).

"**Maintenance; support of other people; alimony**" - will be marked for those supported by parents, relatives, children and other individuals, and also for those who are provided with alimony payments. If alimony is paid to minor children, this mark will be given to **children** and not mother or father who actually receive the alimony.

"12 - **Another source**" - will be marked for those whose source of living is something different not listed above (for example, begging, collecting and returning of bottles, cardboard etc.). If a respondent stated another source of living means, he shall be asked to specify the answer and write it down in an appropriate field. Income from secondary employment or work-ups shall not be written in this field (it applies to the source "1 - Labor activity, including part-time job").

**Question 10.2. If you state several sources of living, please, state which one you consider the main for yourself.**

If the respondent named several sources of means of living for question 10.1, question 10.2 shall be asked and the number of the one a respondent considers to be the main shall be written in relevant field. The number of source is indicated to the left of the name of corresponding prompt for question 10.1.

## Section 11. EMPLOYMENT AND UNEMPLOYMENT

Questions of this section are filled in only by the individuals aged 15 to 72 years inclusive.

### Question 11.1. Did you have any income-yielding job during the period from 7th to 13th October, 2010?

Individuals aged 17-72 years put a mark that corresponds to any of the given prompts.

“Yes” is given by the one who **had income-yielding job** within the period from 7th to 13th October 2010:

1) regardless of date of direct payment or income receipt for his/her activity:

- work (at least for an hour) for the reward regardless whether it was permanent, temporary, seasonal, casual or other type of work for reward (salary);
- paid public works;
- self-employed work (at his/her own business or organization), bringing income and performed either individually or with one or several companions, with hiring employees and without it;
- work in a group of students;
- work at family enterprise without payment;
- work without payment at a small peasant farm (for those who are the members of small peasant farm household);
- work at household and personal household plot, if goods or services produced are intended mostly for sale;

2) was temporarily absent at work, but kept official relations with his/her place of work (for example, translator who works officially for a company on project basis).

**The reason for temporary absence at work** may include:

- illness or trauma, nursing care (medical certificate);
- annual vacation or weekends, compensation vacation or compensatory days off, compensation of overtime work or work during holiday (weekend) days;
- maternal leave and nursing care of a child till such child reaches 1,5 years of age, as established by the law;
- training, retraining of personnel outside his/her workplace, study leave;
- vacation with financial support at administration initiative;
- vacation without financial support at administration initiative for the duration of less than 6 months;
- shift or any other specific work;
- strike;
- other similar reasons.

**Students or pensioners who had any income-yielding job** in a week before the date of census, are regarded as employed. They shall put a mark “yes”.

“No” is marked for those who **did not have any job or a profitable occupation** within the week before, even if a respondent:

- studied full-time at professional education institutions;
- produced goods at a personal household farm for his/her own consumption;
- provided services in his own household including house cleaning, cooking for household members, sewing, repairs and keeping the clothes of household members clean, raising children, nursing care for senior and sick household members;
- provided services voluntarily without payment for different people or charitable institutions, parental committees, veterans committees, hospitals, orphanages and homes for senior or disabled people, etc.;
- held shares of any enterprise or company without direct participation in financial activity of this enterprise or company;
- was occupied with begging or bottles’ collection, etc.

**The following people are considered as not having job:**

- seasonal workers, whose labor contract has expired;
  - individuals who have agreement about the work but who have not yet started it;
  - individuals who are absent over a long period due to vacation at administration initiative, if period of absence at work is 6 months and more;
  - individuals who are absent at work due to care of 1,5 - 3 year old child.
- If the answer is “no”, you shall proceed to question 11.5.

Questions 11.2 - 11.4 are asked only to those who had a job from 7th to 13th October 2010, i.e. those who marked **“yes” as an answer to question 11.1.**

**Question 11.2. What was your title at the main place of work?**

Question 11.2 is filled only by those with “yes” in question 11.1 field.

Mark **“employed (under an agreement, contract or according to the oral agreement)”** shall be put if respondent worked by a written agreement, a labor agreement, contract or according to the oral agreement, concluded with the administration of an enterprise (organization, institution) of any form of ownership or with a private employer (with making a record in a work-book or without it) for a reward in the form of remuneration of labor (in the monetary or natural form). This mark is also put for:

- elected, appointed or approved managers, directors and other individuals who get salary as a manager of organization, enterprise, institution;
- apprentices and trainees, who get wages;
- members of a family who worked for a family-run company for salary and had the same rights, were paid the same way as others, who did the same work;
- insurance agents;
- servicemen;
- ministers of various religions.

The mark **“self-employed (own business or organization)”** shall be put for those who:

- worked at his/her own enterprise, organization or business and attracted employees or worked without them;
- was a member of a production cooperative (artel);
- worked without payment in a small peasant farm, in a production cooperative (individual and family) owned by a relative.

Those, who put a mark **“self-employed (own business or organization)”** also need to put a mark relevant to one of three following prompts:

**“With hiring employees”** will be marked by an employer who ran his/her own enterprise (organization, business) or was engaged in independent professional or commercial activities and hired one or more employees. The respondent could hire employees by a written contract or oral agreement, full-time or seasonally, for a certain or indefinite period of time, for a certain or indefinite volume of work and services.

**“Without hiring employees”** - will be marked by an individual (private) entrepreneur who was engaged in independent professional or commercial activities and did not hire employees or hired them on case basis.

**“Another”** will be marked by members of a production cooperative (artel), who worked without payment in a small peasant farm or individual (family) enterprise owned by a relative.

For example, if a respondent worked as a taxi-driver for a taxi park, he shall put a mark **“employed (under an agreement, contract or according to the oral agreement)”**, and if he was occupied with a private cabbings, then he shall mark the prompt **“self-employed (own business or organization)”** and put a mark **“Without hiring employees”**.

If a respondent has changed his main job within a week of census, this question will refer to work he was doing by the end of the week.

**Question 11.3. Did you work in the territory of the same settlement where you live?**

“Yes” will be put if the work place was in the territory of the same settlement where the respondent lives.

If a respondent works outside the territory of this settlement, then “no” shall be put and the following sub-question will be asked “**In the territory of your subject of the Russian Federation?**”

Prompt “yes” will be chosen by the one, whose place of work is located in the territory of the same subject of the Russian Federation where the respondent lives (but in another settlement).

If a respondent worked outside his/her subject of the Russian Federation, then “no” shall be put and the name of the subject of the Russian Federation or the name of foreign country, where the respondent worked, will be written in a box.

If a respondent has a travelling way of work (conductors, long-distance truck drivers, pilots, etc.), the place of work will be marked according to the place of conclusion of labor agreement.

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Space for the numbers after writing an answer in words is left blank.

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**Question 11.4. Did you have second job within this period of time?**

“Yes” will be put if a respondent had a second job besides the main one.

The second job is considered to be any kind of secondary job on permanent, temporary, seasonal basis, other contract works or occasional one-time works, individual work, work for certain people with keeping the main job.

Prompt “no” is marked if a respondent did not have a second job.

**Question 11.5. Have you searched for work withing the previous month?**

It will be filled only by people aged 15-72, who has “no” as an answer to the question 11.1, i.e. who did not have income-yielding work or occupation within the period from 7th to 13th October 2010.

“Yes” is put by those who:

1) was searching for work by applying to:

- governmental or commercial placement service;
- administration of enterprises, institutions and organizations, to the entrepreneurs;
- friends, acquaintances or relatives.

2) placed ads searching for work in printed matters, responded to ads about vacancies;

3) organized his/her own business (obtained a permission or license, was in search of location, was choosing cars and equipment, etc.).

Individuals who were and are searching for work (i.e. who put “yes”) will be asked the following sub-question:

**If you were offered a suitable job, could you start working within next 2 weeks?**

“Yes” will be put if a respondent could start working. “No” will be put if a respondent could not start working.

“No” in the answer to question about search of work will be put by those **who did not have any work (a profitable occupation) and did not search for it** within the previous month. These individuals shall give the **main reason** why they were not searching for work and put the following mark:

- “**was offered a job and will start working within the following 2 weeks**”, if a respondent was offered a job and has an agreement to start working within 2 weeks from the date of population enumeration;

- “**found job and waiting for response**” will be marked by those who found job and is waiting for an answer from an employer, if the waiting period does not exceed 4 weeks;

- **“waiting for the beginning of the season”** will be marked by those who was occupied during seasonal work (for example, peatery, water transport, fishing) and was not occupied within the week of the census due to the end of the season, but is going to work during the next season;

- **“occupied with households”** will be marked by those who was not searching for work because he/she performs home responsibilities in his/her own households without payment (for example, being a housewife), is occupied with children nursing and caring about other members of the family, cooking and cleaning;

- **“another reason”** will be marked by those who was not searching for work for another reason, for example, due to illness, disability, because he/she is a full-time student of educational institution, pensioner, retired serviceman, etc. This reason also shall be marked by those people who do not have necessity to work, or possibility to find a job, etc. In a special field relevant reason shall be indicated.

## **Section 12. MIGRATION**

### **Question 12.1. From which year do you permanently live in this settlement?**

Those who since birth permanently live in the settlement where they are enumerated, shall be marked as **“since birth”**.

If “since birth” is marked:

- women - go to question 13;
- men - end of questionnaire of form L.

Those who don't live in this settlement since birth, including those, who were born here, but moved away from this settlement for permanent residence in another settlement, shall mark in figures **the year since which the respondent permanently lives in this settlement**.

The continuity of residence doesn't depend on the presence of registration (certificate of residence) and its nature (permanent or temporary).

The following departures from this settlement that are unrelated to relocation do not break the continuity of residence:

- journeys for vacation, treatment, to friends, relatives;
- boarding school service;
- short term (up to 1 year) departures on business trips, for work (including rotation based work) or study;
- annual military trainings.

The continuity of residence in this settlement is broken by:

- departures for studying in professional education institutions (college, university, academy, technical school etc.) with residence at the place of education;
- long business trips (for 1 year and longer);
- military service (by call-out);
- sentence serving in detention place.

For those who left the settlement for permanent residence in other places, a year since which they live here **after the return** shall be indicated. For example, if the person was born in this settlement in 1945, departed for studying in another city in 1962, and returned here in 1967, then “1967” shall be written.

If the year of move is **2008 and earlier**:

- women - go to question 13;
- men - end of questionnaire of form L.

Those, who moved to this settlement in the period from November 2009 to October 2010, shall answer the question 12.2.

### **Question 12.2. Where did you live in October 2009?**

Write down the name of the subject of the Russian Federation (territory, region, autonomous region, autonomous district, Moscow or Saint Petersburg) or the name of a foreign state.

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Do not fill the box for numbers after having written the previous place of residence in words.

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After that fill the subquestion “**In which settlement did you live before?**”: indicate the corresponding settlement type (urban or rural), in which the respondent lived in October, 2009. If he lived in the city or in the urban-type settlement (workers settlement or health resort area), put a relevant mark in “**urban**” box, if in rural settlement – “**rural**”. At this the administrative-territorial changes that were made after the respondent’s departure from the previous place of permanent residence shall not be considered. For example, if the rural settlement, where the resident lived before the departure to this settlement, was later reformed to urban settlement or included within the limits of the city, it shall be marked as “**rural**”.

**Section 13.** *The questions from this section are asked to women aged 15 and above.*

If the woman is not present in the premise during census, you shall come again to fill the answers for the questions from this section according to the woman words, or ask her to come to permanent precinct.

**Question 13.1. How many children have you given birth to?**

**The total number of born children, except for dead-born,** shall be written irrespective of whether they are currently alive or not, whether they are included in a household of this woman or live separately.

At that the adopted children and children living with guardians, as well as the husband’s children from previous marriage are **not included into** the children born by this woman.

If the woman did not give birth to any children, then “0” shall be written.

Women younger than 15 years **shall not** answer this question, even if they gave a birth to children.

If the answer to the question 13.1 is “0”, then the questionnaire of form K is over.

**Question 13.2. Date of birth of the first child**

The month and year of birth of the first child is written in numbers in the special boxes.

#### **4.5. Filling in of Form P - “POPULATION CENSUS”**

Form P consists of three sections: I - general dwelling characteristic, II - living premise characteristic, III - characteristic of living conditions of each household residing in this living premise.

The details – **numbers of census, instructor and enumeration precincts**, to which the current living premise is related, as well as the **number of premise within the enumeration precinct** from column 4 of table 5 of the census taker notebook – shall be written before filling in of the Form P on the side P1 (the same details are written on the first page of the Cover for this premise).

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The “Blank No.” box for numbers is not filled.

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The questions of sections I-III, shall not be filled for **collective households, only details shall be filled** – numbers of census, instructor and enumeration precincts, number of premise within the enumeration precinct.



- an “*apartment house*” mark if it consists of several common kitchens, corridors and other public places,

- an “*individual (single-apartment) house*” mark if there is only one exit and common corridor, one kitchen and other public places in the whole house.

A “**hotel**” mark is put for hotels and similar means of accommodation (furnished rooms, motels, hostels, vacation hotels) – i.e. the premises used by organizations and individual entrepreneurs for tourists’ part-time residence.

An “**other dwelling**” mark is put if the premise is a trailer, ten, barge etc. In this case the dwelling type shall be specified in the special box.

Other questions of the Form P are **not filled for living communities, hotels and other dwellings.**

The details and a mark “**homeless**” are put in the Form P for **homeless persons.** Other questions of the Form P are not filled for them.

### **Question 2. Date of house construction**

Fill the prompt with the relevant period of the house construction (for houses that belong to each enumeration precinct, it is specified in the column 4 of table 4 of the census taker notebook (form 1) enclosed to this Instruction).

To determine the period of the house construction the year of house’s putting into operation shall be considered. For example, if the dwelling house construction started in 1968, and ended in 1972, then the mark «**1971-1995**» shall be put.

When rebuilding, overbuilding or expanding the house, the year of original construction is considered as the year of putting into operation.

### **Question 3. House outer wall material**

Depending on main material used during the house construction, **one** of the following prompts is marked.

If the house is made of bricks, natural or artificial stone (shell stone, sand rock, limestone, hassock, rubble stone or building tile etc.), the “**brick, stone**” mark shall be put.

If the house is built of concrete or reinforced concrete slabs, or concrete, reinforced concrete, slag concrete and claydite concrete blocks, then the “**panel, block**” prompt is marked.

If the house walls are made of wood (stacked or chopped) or dry panel wood, then the “**wood**” prompt is marked. This mark is put even in case if the wooden house is brick faced.

If the house walls are made of monolithic constructions (reinforced structures, poured with concrete mixture), then the “**monolith**” mark shall be put. The outer wall facing of monolith houses may be made of bricks, artificial stone, light concrete blocks, tile etc.

If the first floor (a half or a part of the house) is made of brick or stone, and the second floor (a half or a part of the house) is wooden, then the “**other mixed material**” mark shall be put.

If the house walls are made of sun-dried, clay, raw, assembly, carcass pebble-bed (including brick facing and panel facing), reed fiber, slag, poured slag or any other materials, which are not listed above, then the “**other**” mark shall be put, and the material name of the outer walls of the house shall be written in a special box.

If the outer walls of the house are faced with batten, siding, decorative ceramic tile etc., then it is necessary to ask house-owners about the main material of the house walls, and put one of the relevant marks.

### **Question 4. Types of premises improvement and hygiene and sanitary conditions of living**

**One or multiple** specified prompts shall be marked.

**Electricity** – the dwelling has electric wiring.



**Floor electric cooker** – the living premise has a floor electric cooker installed. The house with detached kitchen (capital building designed as a kitchen), which has a floor electric cooker installed, is also considered as equipped with floor electric cooker. A living premise shall not be considered as equipped with floor electric cooker in absence of electricity.

**Gas:**

- **delivery** – the living premises of the house are equipped with a floor gas cooker supplied with delivery gas;

- **liquified (cylinders)** – the living premises of the house are equipped with a floor gas cooker supplied with liquified (cylinder) gas from communal, yard, quarter or individual cylinder plants. A gasified house is a house with detached kitchen, where the floor gas cooker supplied with liquified (cylinder) gas is installed.

**Heating system:**

- **central** – the living premises of the house are heated by its own house boiler room, group (quarter), centralized or district boiler room, heat and power station.

- **from individual plants, boilers** – the living premises of the house are heated by the house water heaters (automatic gasified heaters), local, decentralized, small boilers on gas or solid fuel, or by other heating sources;

- **stove** – the living premises of the house are heated by a stove.

**Water supply:**

- **public water system** – there is a water distribution system inside the house, to which the water is supplied centrally from the water system or artesian well throughout the year; the house with detached kitchen, where the faucet for the water distribution system is installed, shall be considered as equipped with water supply system;

- **individual water system** – there is a water distribution system inside the house, to which the water is supplied from an individual system (for example, the water is supplied to a living premise via the water-pipe device connected to a well, or from another individual water distribution system);

- **external water system, stand pipe** – a hydrant (stand pipe) is installed in the yard (outside of the house), and there's no water delivery into the house;

- **water well, wellhole or other water source** – a water well, wellhole or other water source is used for water supply (for example, a stand pipe is connected to the wellhole in the absence of the water system; the water is supplied from the spring, river; water is stored in tanks near the house).

**Hot water supply:**

- **central** – the living premises of the house have a special water system that centrally supplies hot water for daily living needs of the residents;

- **from individual water heaters** – the living premises of the house have a special water system that supplies hot water from a geyser or a wood heater, house water heaters (automatic gasified water heaters), including small boilers for daily living needs of the residents;

- **no hot water supply** – the whole house is not equipped with a central water supply or a water supply from individual water heaters.

**Water disposal (sewage collection system):**

- **through a public sewer system** – the house is equipped with a sewer device for wastewater disposal through the pipelines to the street sewage system or drain pits;

- **through an individual sewer system (including septic tank)** – the wastewater disposal is performed through an individual sewer system (including septic tank installed for a single living premise);

- ***through a pipe system to the dump wells etc.*** – the wastewater disposal is performed through other systems, except the abovementioned (for example, a wastewater disposal to the dump wells etc.);

- ***no sewer system*** – the dwelling house is not equipped with a water system, or the living premises are equipped with portable toilets.

***Toilet:***

- ***toilet (with the water flushing) in the dwelling*** – the toilet in the living premises of the house is connected to a water system, and the flushing is performed under water pressure, with obligatory presence of water and sewer systems;

- ***another type of toilet in the dwelling (including portable toilet)*** – the living premises are equipped with a portable toilet or a toilet of another type (the wastes are removed through the dump wells);

- ***toilet outside of the dwelling*** – the toilet is located outside of the dwelling and is used for the residents of this living premise or for all other house residents;

- ***no toilet*** – there is no toilet of any type.

***Bathtub and (or) shower:***

- ***bathtub and (or) shower inside the dwelling*** – the living premises are equipped with fixed bathtub and (or) shower;

- ***bathtub and (or) shower outside of the dwelling*** – the bathtub and (or) the shower are located in a separate building and serves for the residents of a single living premise or for shared use of multiple individual houses or apartments;

- ***baths, sauna*** – there is a bath and (or) sauna inside the dwelling or outside of it;

- ***no bathtub, shower, bath or sauna*** – the living premise is not equipped with these types of facilities.

***Household waste disposal:***

- ***garbage chute*** – the dwelling is equipped with a device for waste disposal through the pipes (usually, in a multi-storey block);

- ***waste bin outside of the house*** – rubbish and household wastes are put into specially designed waste bins (for example, garbage cans and containers) located outside of the dwelling;

- ***waste collection by an emergency vehicle*** – no waste bins inside and outside of the house, and the waste collection is performed by special-purpose vehicles;

- ***discarding of waste to the pits, on the piles etc.*** – rubbish and household wastes are dumped into local dumps, pits, piles.

***Kitchen:***

A *kitchen* is a room equipped for heated food cooking and mainly designed for this purpose, but may be used as a dining room at the same time.

A *kitchen corner* (kitchen niche) is a space in the living premise designed for heated food cooking non-matching the “room” term (for example, in a studio, and in some types of corridor or hotel type apartments).

- ***kitchen or kitchen corner inside the house*** – a kitchen (kitchen corner) for residents of a single living premise or for shared use is located inside the living premises of the house. If the premise is equipped with a kitchen dining room, then the “***kitchen or kitchen corner inside the house***” mark shall be put for this premise;

- ***kitchen or kitchen corner in a separate building*** – there is a kitchen or a kitchen corner outside of the house;

- ***no kitchen or kitchen corner*** – there is no kitchen or kitchen corner inside the house or in a separate building.

If one or another type of facilities is present but temporarily out of order (because of damage, repair or other reasons), then such dwelling shall be considered as **equipped** with this type of facilities.

In an apartment house this question, as well as the whole Section I of the Form P, shall be filled only once, **in the first living premise of the house on common (standard) types of facilities for this house**, which were designed during the original house construction (or during the house commissioning).

In case if the respondents of any apartment in an apartment house will report the presence of another types of facilities, a question 4 of the Section I shall be filled in this premise as an exception (and the questions 1-3 remain unfilled).

**The Section II shall be filled for every living premise – a single-apartment house or an apartment in the apartment house.**

If a **single-apartment house** belongs to **private residential property** (first mark in the Question 1 of Section I of the Form P), then the Question 1 of the section II **shall not be filled**.

### **Question 1. Type of living premise**

The following is marked for individual (single-apartment ) houses of public or municipal residential property, as well as for the apartment houses:

- **“separate apartment”** – if a single personal account is created for the living premise;
- **“shared apartment”** – if the living premise has two or more personal accounts. A **“shared apartment”** is also marked for the living premises in the corridor type houses that are not a living community.

If a premise represents a privatized room (with or without utility rooms) in a former living community, the following mark shall be put:

- **“separate apartment”** if it is equipped with a separate toilet (and, maybe, kitchen/kitchen corner, bathroom/shower);
- **“shared apartment”** in case if the corridor, kitchen, bathroom/shower and toilet are shared between multiple living rooms.

### **Question 2. Floor area of an apartment or a single-apartment house (in square meters)**

Write down the floor area in square meters **without decimals** in a special box.

When rounding up a fractional figure to an integer number, it is necessary to do the following: if the integer part is followed by 0.5 or more, then one is added to the integer part, if less than 0.5, then the fractional part is rejected (for example, the numbers 48.5 and 48.8 shall be rounded up to 49, and the number 48.4 – to 48).

**The area of a living premise (single-apartment house or apartment)** consists of the total area of all parts of such premise, including the area of utility rooms designed for residents’ daily living and other needs, related to their residence in the living premise, except balconies, stanzas, verandas and porches.

The parts of the living premise meant for exercises (gym halls), recreation (interior gardens) are taken into account when counting the total floor area of a living premise.

The total floor area of a living premise **does not include** the area:

- of common staircases, elevator lobbies, portals, corridors (except the indoor), entrance halls, lobbies;
- occupied by the outstanding structural components and heating stoves;
- of verandas, balconies, stanzas, terraces;
- of garages;
- of detached kitchens, bath houses, pools, saunas, sheds, arbors etc.

### **Question 3. The number of living rooms in an apartment or an apartment house**

The question 3 field records the **number of living rooms** in an individual house or in an apartment.

A room is a part of a dwelling or an apartment intended to be used as a place for citizens' direct residence in a dwelling or an apartment.

The following **is not included** into the living rooms: kitchens, halls, corridors, bathrooms and showers, pools, saunas, store rooms and other utility rooms.

The combined kitchen-dining room shall be considered as a living room.

### **Question 4. Availability of telecommunications**

One or multiple prompts shall be marked.

The **"fixed telephone communication"** shall be marked if a living premise is equipped with a land line. The fixed telephone communication subscribers may have individual, parallel or shared land lines. Mobile or satellite communication is not regarded as fixed telephone communication, and in this case the mark shall not be put.

A **"television antenna"** shall be marked if a living premise is equipped with any type of television antenna (central, cable, satellite, indoor).

A **"wired radio (outlet)"** shall be marked if a living premise is equipped with an outlet for a wired radio. If a voluntary refusal from the wired radio outlet is documented, then the premise is considered as **not equipped** with a wired radio outlet.

**The Section III if filled for every household that resides in an apartment or a single-apartment house.**

One table row is filled for each household (questions 1-4). The number of filled rows in the Section III of Form P shall be equal to the index number of last household in the column A of table 1 of form S.

**In the question 1 "Household index number"** (column 1) the number of this household is marked within the premise from the column A of table 1 of form S.

**In the question 2 "Number of persons in the household"** (column 2) the total number of residents of this household is written in figures. It shall be equal to the index number of last household resident written into the column B of table 1 of form S.

**In the question 3 "Number of occupied living rooms"** (column 3) the number of living rooms occupied by the household is written. If the household occupies only a part of the room, but not the whole room, then the **"part of the room"** mark shall be put.

In the question 4 **"Internet access (including mobile)"** (column 4) the mark is put if this household has access (the right and possibility to use) to the Internet of any type (via the phone line/modem, wired or wireless).

The mark **in the column "Row is not accounted"** is put if the information in the correspondent row was filled by mistake.

If more than 6 households reside in a living premise, then fill the Section III of the additional Form P (only the details that shall correspond to the details of the first Form P for this premise shall be filled on the P1 side of the additional Form P). At that, an index number of the Form P within one premise shall be put in the Service box at the bottom of the blank on the P2 side in the field "A" (on the first blank – 1, on the second blank – 2 etc.).

## 4.6 The filling of the Form B “POPULATION CENSUS”

Before filling the form B and its B1 side, the following details shall be written in the special fields: numbers of census, instructor and enumeration precincts, to which the current living premise is related.

| № п.п.   | 1   | 2   | 3   | 4   |
|--|---|---|---|---|
| 1 Ваш пол  | мужской <input checked="" type="checkbox"/> женский <input type="checkbox"/>  | мужской <input checked="" type="checkbox"/> женский <input type="checkbox"/>  | мужской <input type="checkbox"/> женский <input checked="" type="checkbox"/>  | мужской <input checked="" type="checkbox"/> женский <input type="checkbox"/>  |
| 2 Год Вашего рождения                                      | 1966  | 1994  | 1968  | 1975  |
| 3 Страна Вашего постоянного проживания                     | Франция   | Казахстан   | Вьетнам   | Украина   |
| 4 Цель Вашего приезда в Россию                             | <input type="checkbox"/> работа<br><input type="checkbox"/> учеба<br><input type="checkbox"/> служебная или деловая поездка<br><input type="checkbox"/> лечение<br><input checked="" type="checkbox"/> туризм, отдых<br><input type="checkbox"/> транзитная миграция<br><input type="checkbox"/> другая цель<br>↓<br>запишите какой | <input type="checkbox"/> работа<br><input checked="" type="checkbox"/> учеба<br><input type="checkbox"/> служебная или деловая поездка<br><input type="checkbox"/> лечение<br><input type="checkbox"/> туризм, отдых<br><input type="checkbox"/> транзитная миграция<br><input type="checkbox"/> другая цель<br>↓<br>запишите какой | <input checked="" type="checkbox"/> работа<br><input type="checkbox"/> учеба<br><input type="checkbox"/> служебная или деловая поездка<br><input type="checkbox"/> лечение<br><input type="checkbox"/> туризм, отдых<br><input type="checkbox"/> транзитная миграция<br><input type="checkbox"/> другая цель<br>↓<br>запишите какой | <input type="checkbox"/> работа<br><input type="checkbox"/> учеба<br><input checked="" type="checkbox"/> служебная или деловая поездка<br><input type="checkbox"/> лечение<br><input type="checkbox"/> туризм, отдых<br><input type="checkbox"/> транзитная миграция<br><input type="checkbox"/> другая цель<br>↓<br>запишите какой |
| 5 Продолжительность Вашего проживания на территории России | месяца  | 6<br>месяца   | 11<br>месяца  | месяца  |
| 6 Страна Вашего рождения                                   |   | Россия  | Вьетнам   |   |
| 7 Ваше гражданство   |   | Казахстан   | Вьетнам   |   |
| Служебная зона   | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3<br><input type="checkbox"/> 4  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3<br><input type="checkbox"/> 4  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3<br><input type="checkbox"/> 4  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3<br><input type="checkbox"/> 4  |

There are 4 fields on each side of the Form B, each field is designed to record the answers of one person.

Each census paper of Form V is filled completely (all 8 fields), regardless the premise where these persons reside, within the settlement. Thus the persons **temporarily staying in the territory of the Russian Federation** who you have met in different premises of one settlement within your census precinct may be recorded using one paper.

The field for the numbers of the blank number shall not be filled.

**Each person** that is marked in the column 4 of table 2 of the Form S as “**Resides abroad**” shall be indicated in the Form B.

The forms S and P shall not be drawn for persons temporarily staying in the territory of the Russian Federation and permanently residing abroad or staying in public or medical institutions, hotels, living communities.

### Index number

**Index number** of the person within the settlement or a part of the settlement that corresponds to this census precinct is written in the corresponding field above question 1.

### Question 1. Your sex

One of two presented prompts shall be marked.

### Question 2. Your year of birth

The year of birth shall be written in figures.

### Question 3. State of permanent residence

You shall write down the **name of the state** of respondent's permanent (usual) residence (for example, Kazakhstan, Israel).

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If the answer is written in words, the field for figures shall not be filled.

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### Question 4. The goal of your arrival to Russia

**One** of seven prompts shall be marked.

**“Work”** is marked for those who arrived to Russia to perform any economic activity for a period less than 1 year.

**“Studies”** is marked for those who arrived to Russia to study at language, professional or special training courses, as well as in the educational institution for a period less than 1 year.

**“Duty or business journey”** is marked for those who arrived to Russia to attend meetings, conferences, congresses, exhibits; to read lectures and perform concerts; to take part in professional sport events, to a secondment.

**“Treatment”** is marked for those who arrived to Russia for treatment and rehabilitation.

**“Tourism, recreation”** is marked for those who arrived to Russia for leisure time, vacation; for sightseeing; for shopping, visiting sport and cultural events; to perform non-professional sport activities, campaigns and mountain climbing; to do campaigns; for recreation; to visit friends or relatives; to take part in religious events and in pilgrimage to holy places.

**“Transit migration”** is marked for persons residing in the territory of Russia on their way to another country.

**“Another goal”** is marked in cases that are not mentioned above, in particular – for persons that came to Russia as part of air or passenger crafts crew, service staff of international long distance trains etc. The persons that came to Russia for any celebration or funeral shall also be marked with **“another goal”**. You shall write down in words in the special field the goal of arrival to the Russian Federation of the question person.

*Those who arrived to Russia for work or study continue to answer questions 5-7, for others the questionnaire is over.*

### Question 5. Duration of your residence in the territory of the Russian Federation.

The number of months of respondent's residence in the territory of the Russian Federation shall be written in figures. At that, not only the time that has already passed since the arrival shall be written, but also the time, for which the person is intended to stay here. For those who stay in Russia for less than a month “0” shall be marked, for those who stay from 1 to 2 months - “1” etc. For example, if the person arrived 2 weeks before the census but plans to stay for 3 weeks more, he shall write “1”.

### Question 6. Country of birth

The name of the country (including ex-USSR republics) where the respondent was born is written in words (for example, Ukraine, Russia, Poland, Italy). Administrative and territorial changes that were made after the birth shall not be taken into account.

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If the answer is written in words, the field for figures shall not be filled.

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### Question 7. Your citizenship

The name of the respondent's country of citizenship is written in the field.

For those who have two citizenships, **only one** chosen by the respondent shall be specified.

For those who don't have a citizenship, a **“no citizenship”** prompt shall be marked.

The citizenship of children under 14 years is determined by their **parents**.

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If the answer is written in words, the field for figures shall not be filled.

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The certificate of undergoing of census of the Form SPR shall be filled and issued for each person enumerated with the use of the Form B.

## V. CONTROL ACTIVITIES.

Control document shall be used for prevention of double counting during population census.

**Form KS** “The list of persons for control over filling in of census papers” is prepared for people who are enumerated by the Form L in the place where the census taker questioned them, but they have one more place of residence in the territory of the Russian Federation, and there is a possibility that they can be enumerated at the second place of residence.

If it becomes clear during the census that the person has **several places of residence**, and he/she will pick this premise to be enumerated, then when his/her census paper of Form L will be filled in, a **Form KS “The list of persons supervising filling in of census papers”** for the second address shall be filled in, and if the respondent reports that during the period before October 29, 2010 (till the end of the population census and control visiting) he/she may visit that place, he/she shall be provided with a **Census Participation Certificate (Form SPR)** to present it to the census taker at another place of residence.

The address of the premise where you enumerated a person with one place of residence shall be written on the face of the Form KS.

This address matches with the address in the Form S for this premise.

Surname, name, patronymic name from the column 1 of Table 1 of the Form S, sex, date of birth and age from questions 2 and 3 of the Form L shall be entered in the Table 1 of the Form KS.

In case that not just one member of a household but several (for example, a family) has a second place of residence, then data on all these people shall be entered into the Table 1 of the Form KS (if it is necessary to enter data on more than 3 persons, several Forms KS shall be used).

The back of the Form KS shall be filled in with the numbers of persons, for which the rows of the Table 1 on the Form KS face were filled. After that the address of the second place of residence of this person(s), where he (they) shall not be enumerated again is filled in in the upper side of the Form KS back.

If the members of one household have a second place of residence at different addresses, then a separate Form KS is filled for each member.

The lower part of the Form KS back shall not be filled in when drawing up the form.

### **Example:**

*Sidorov V.M. is registered at the following address: Moscow Region, Reutov, Oktyabrya street, but in fact he lives with the household (wife, son and mother-in-law) in the apartment owned by mother-in-law at the address: Moscow, B. Cherkizovskaya street. After finding out that Sidorov has one more place of residence, but he usually lives here with the household, and will be enumerated here, the census taker at the B. Cherkizovskaya street shall enter his data into the Table 1 of the Form C, and fill in the Census paper (Form L) for him, and the control List of individuals (Form KS). The address of filling – B. Cherkizovskaya street – is written in the control List of individuals, and the address in Reutov, where Sidorov has a second place of residence, and where he shall not be included to the census papers is written on the back of the Form KS. Besides, Sidorov reported that he plans to visit his second place of residence in the near future, so the census taker shall issue to Sidorov the certificate of undergoing of census (Form SPR).*

Федеральная служба государственной статистики  
**СПИСОК ЛИЦ № 3**  
 для контроля за заполнением переписных листов  
 Адрес постоянного (обычного) места жительства, где данные лица прошли перепись

Форма КС  
 УТВЕРЖЕНА приказом Росстата от 31.12.2009 № 332

Дата составления "16" октября 2010 г.

Район \_\_\_\_\_

Город, внутригородской район, пгт г. Москва, Преображенское

Сельский населенный пункт, сельская администрация \_\_\_\_\_

Проспект, улица, переулок или др. Б. Черкизовская

№ дома (и № корпуса, если он есть) или ФИО домовладельца (если нет нумерации домов) 186 № квартир 7

№ переписного участка 3 № инструкторского участка 2 № счетного участка 4

**Таблица 1**

| № п.п. лица | Фамилия, имя, отчество (полностью) | Пол           | Дата рождения                                     |
|-------------|------------------------------------|---------------|---|
| А           | 1                                  | 2             | 3   |
| 1           | <i>Сидоров Виктор Михайлович</i>   | мужской ... 1 | число <u>5</u>   месяц <u>4</u>   год <u>1963</u> |
|             |                                    | женский ... 2 | число <u>4</u>   год <u>17</u>                    |
| 2           |                                    | мужской ... 1 | число _____   месяц _____   год _____             |
|             |                                    | женский ... 2 | число _____   год _____                           |
| 3           |                                    | мужской ... 1 | число _____   месяц _____   год _____             |
|             |                                    | женский ... 2 | число _____   год _____                           |

**Конфиденциально** (гарантируется получателем информации)

Лица №№ 1 из графы А Таблицы 1 формы КС уже прошли перепись и их не следует включать в Таблицы 1 формы С "Список лиц" и в форму Л "Переписной лист" по адресу:

Район, субъект РФ Московская обл.

Город, внутригородской район, пгт г. Реутов

Сельский населенный пункт, сельская администрация \_\_\_\_\_

Проспект, улица, переулок или др. Октябрь

№ дома (и № корпуса, если он есть) или ФИО домовладельца (если нет нумерации домов) 28 № квартир 137

**Внимание переписчика!**  
 Форма КС предназначена для того, чтобы избежать двойного счета населения. Во всем, на кого составлена форма КС, выставляется Справка о прохождении переписи (форма СПР).

**Отметка о проверке по указанному адресу**  
 (при составлении формы КС не заполняется)

| № переписного участка | № инструкторского участка | № счетного участка |
|-----------------------|---------------------------|--------------------|
|                       |                           |                    |

**Таблица 2**

| № п.п. лица из гр. 1 таблицы 1 формы КС | Лицо не найдено в Таблице 1 формы С "Список лиц" | Лицо найдено в Таблице 1 формы С, но после проверки исключено из Таблицы 1 формы С и формы Л | Другие случаи (укажите) |
|---|--|--|-------------------------|
| А                                       | 1  | 2  | 3                       |
| 1                                       | _____  | _____  |                         |
| 2                                       | _____  | _____  |                         |
| 3                                       | _____  | _____  |                         |

Дата проверки \_\_\_\_\_ Подпись проверявшего \_\_\_\_\_

Forms KS "List of individuals" are numerated with unified serial numbers system within the enumeration precinct. It shall be noted in the census taker's notebook how many Forms KS have been filled in for each premise. The filled in Forms KS shall be packed in a separate bundle in ascending order of the form serial numbers and shall be passed to the instructor at the end of each day. The filled in Forms KS at the individual's place of permanent residence will help to check whether he/she is enumerated for the second time, and he/she will be excluded from the census documents if necessary.

The Form SPR "Census Participation Certificate" is given to the homeless and to all those, for whom Form V is made, as well as to those persons, having more than one place of residence, who report that they may be at that place of residence during the period before October 29, 2010 (till the end of the population census and control visiting). The Census Participation Certificates are enumerated as far as they are filled in with a unified serial numeration within the enumeration precinct.

Федеральная служба государственной статистики  
**СПРАВКА № 4**  
 о прохождении переписи  
 (служит только для правильного подсчета населения)

Форма СПР  
 УТВЕРЖЕНА приказом Росстата от 31.12.2009 № 332

Гражданин Сидоров Виктор Михайлович  
 Гражданка \_\_\_\_\_  
 Год рождения 1963

прошел \_\_\_\_\_  
 прошла \_\_\_\_\_  
 Переписчик \_\_\_\_\_  
 подпись \_\_\_\_\_

Храните справку до 1 декабря 2010 г.

When the census taker meets individuals with the Census Participation Certificates (Form SPR), he doesn't make census documents for them.



## VI. VERIFICATION OF CONTROL DOCUMENTS

The verification of forms KS delivered from other precincts is performed by the census taker jointly with an instructor.

The instructor gives to the census taker the forms KS that correspond to his enumeration precinct. The census taker fills in the details of his enumeration precinct on the back of the Form KS and jointly with an instructor verifies the information from the Table 1 of the Form KS with the information from the Table 1 of the Form S and with the census papers at the address specified on the back of the Form KS. If the population census has not been performed at the specified address yet, it shall be performed during the consecutive days of the census or during the delivery of materials to the instructor after the census ends.

The results of verification for each individual written to the Table 1 of the Form KS are marked in the corresponding row of the Table 2 of the Form KS. The Table 2 shall have the same number of filled rows as the Table 1.

During verification of the Form KS the following situations are possible:

1. A person registered in the Table 1 of the Form KS **was not found** in the Table 1 of the Form S and census papers.

In this case the number of the premise within the enumeration precinct from the Form S is written in the column 1 of the Table 2 on the back of the Form KS in the section "Note on verification at this address".

2. A person registered in the Form KS **was found** in the Table 1 of the Form S and census papers.

This person shall be excluded from the census papers as registered by mistake in the following order.

2.1 In case if only one person, on whom the Form KS is drawn, lives in the premise – all papers (the Cover, forms S, P, L) shall be withdrawn, the columns 2-12 of the Table 5 of the census taker notebook (form 1) shall be left blank, and the column 13 shall be filled with "second dwelling".

2.2. If one or several households live in the premise:

- all columns in the row of the Table 1 of the Form S corresponding to the information on this person shall be crossed, and "Form KS" is written in the note above the line;

- the Form L is withdrawn;

- the value in the column 2 "Number of persons in the household" in the Section III of the Form P is corrected due to its decrease because of the crossed out person (crossed out persons, in case of several persons). The corresponding changes shall be made to the "Number of persons permanently residing in this premise" on page 1 of the Cover form.

2.3. In case if the person whose data is entered into the Form KS is the first one enumerated for the household:

- all columns of the Table 1 of the Form S corresponding to the information on this person shall be crossed, and "Form KS" is written in the note above the line, the numbers in columns A and B for all other household members shall be corrected;

- the Form L for this person shall be withdrawn, and the following shall be done in the Form L for other members of this household: information in the fields A and B shall be corrected; a "first enumerated" shall be marked in the question 1 for the person that was enumerated after the withdrawn, the others shall be marked in accordance with their relation to the person marked as the first enumerated; all numbers of mother (father) (in question 1) and of husband (wife) (in question 5) shall be corrected if necessary;

- the value in the column 2 "Number of persons in the household" in the Section III of the Form P is corrected due to its decrease because of the crossed out person (crossed out persons, in case of several persons). The corresponding changes shall be made to the "Number of persons permanently residing in this premise" on page 1 of the Cover form.

In all cases specified in the section “Note on verification at this address” of the Form KS, the number of premises within enumeration precinct from the form S is written to the column 2 of table 2.

3. Wrong address reported, or there is no such house or apartment.

A note that there is no such address, or that the wrong address was stated is made in the section “Note on verification at this address” in the column 3 of table 2 of form KS.

When the verification is over and the the table 2 of form KS is filled in, a census taker shall put the date of verification and his signature in the lower part of the back side of form KS.

The information from table 5 of a census taker’s notebook are updated on the basis of control papers verified during the census.

## **VII. POPULATION CENSUS AT THE PERMANENT PRECINCT**

### **7.1. Population surveying and census documents filling in**

**Enumeration of persons** who for some reasons did not an opportunity or didn’t want to meet with a census taker at the place of their permanent residence **is performed at the permanent precinct.**

If an individual asks to participate in population census by phone, a census taker shall try to convince him to come to the permanent precinct personally to take part in population census. The applicant shall be enumerated by phone only **in case of flat refusal.**

When questioning people at the permanent precinct the Cover, form S, form L and form P are filled in. The form V only is filled in for people that temporarily stay in the territory of the Russian Federation.

If a person who came to a permanent precinct has more than one place of residence, then the census papers are filled in for his permanent residential place, and the Form KS is drawn up for another place of residence, and such person is provided with a Census Participation Certificate (Form SPR) in case if a respondent says that he/she may stay at another place of residence (other from the place where he was enumerated) during the period before October 29, 2010 (till the end of the population census and control visiting).

If the whole household is enumerated, then all sections shall be filled in the forms S and P; if a separate household member is enumerated, then the surname, first name and patronymic of any member of the household to which he belongs and their relationship shall be recorded in the Table 1 of form S under the surname of this person in brackets.

Upon completion of the census, the columns 5-12 shall be filled in in the Table 5 of a census taker’s notebook, and the number of enumeration precinct which comprises the living premise shall be marked in the column 13, and it shall be marked whether all household members were enumerated at the permanent precinct, or there are some household members that participated in the census at the living premise. The filled in census papers shall be kept inside the Cover, and “Enumerated at the permanent precinct” or “Enumerated by phone” mark shall be made on the Cover’s face.

At the end of each day a census taker of permanent precinct shall pass the filled in census papers to the instructor or the permanent precinct head, and they shall classify the papers by enumeration precincts according to the addresses written in the Form S, and pass them to census takers.

After receiving the census papers on those who participated in census at the enumeration precinct, the **enumeration precinct’s census taker** shall verify these papers.

If the census papers on one or several persons were passed from the permanent precinct, and the census taker has determined that this person(s) was not enumerated yet, then his(their) census papers shall be kept in the Cover for the premise where he/they reside, and, if necessary, additions to the papers corresponding to this premise that have been filled in already shall be made.

If the census was already taken in the premise, then each new person shall be written in the form row of the table 1 of form S, the number of household to which he belongs in written in the

column A (if there are several households in the premise), and the number (following the last number in this household) within the premise, to which this(these) person(s) is(are) related shall be written in the column B, the surname, first name, patronymic and the ancestral relationship with the first written member of this household (in brackets) shall be written in the column 1.

For example:

5 persons were recorded in Table 1, they compose two households, and the added person belongs to the first household, two members of which have been already enumerated. In this case this person can be added as follows:

number 1 shall be written in the column A, number 3 – in the column B, and the surname, first name, patronymic and the relationship with the first recorded member of this household (in brackets) shall be written in the column 1. The census paper of Form L is enclosed after the last paper for this living premise. The household index number within the premise (column A) and the index number of a person within the household (column B) from columns A and B of the Table 1 of form S shall be written in it. At this, it is necessary to verify whether the index numbers of mother (father) and husband(wife) of the household members are filled in correctly in view of the added information.

If the form P delivered from the permanent precinct contains information on dwellings and households, which have already been enumerated by enumeration precinct's census taker, then the form P delivered from the permanent precinct shall be withdrawn.

The changes shall be made in the form P, drawn for this premise before, with a view of information delivered from the permanent precinct, or a line for a new household shall be added in the section III, or the value of quantity of household residents in the question 2 of section III about the household, to which the persons were added, shall be corrected. Also it is necessary to verify information on the number of persons on page 1 of the form Cover.

If there is no free space in the section III of form P (6 households are written in), then the second form P shall not be withdrawn. The details shall be written on it, and the corresponding alterations shall be made. You shall write down "1" in the "part for official use" A on the P2 side of the first form P, "2" in the form "2" etc. When the alterations and amendments are made, the second form P is enclosed after the first form P.

*If the census papers for the whole living premise were delivered from the permanent precinct, then the following situations are possible:*

1. The census taker has already enumerated the residents of this premise – in this case the matching of all information shall be verified. To remove the mismatches – write down to the table 1 of form S all those who were not enumerated, change the information on the number of persons on page 1 of the form Cover, and enclose in correct order all necessary census papers, verify the correctness of filling of mother's (father's) number and husband's (wife's) number – if they are available.

2. Another persons are already enumerated in this premise – investigate this case with the instructor.

3. The census taker did not have time to visit this premise yet or people refused to participate. Census taker shall write details on the form Cover and census papers, and put the census papers delivered from the permanent precinct back.

If the address is written incorrectly, all records in table 5 of the notebook shall be reviewed as well as census papers that are already filled in. These persons might have already been enumerated in the other premise, in this case the received papers shall be crossed out. Otherwise the situation shall be investigated with the instructor.

## VIII. THE ACTIVITIES AFTER THE END OF POPULATION CENSUS (FROM 26 TO 29 OF OCTOBER)

After the period of population census is over all census papers shall be delivered to instructor.

### 8.1. Establishment of results

The material shall be verified and prepared before delivery:

- **compare** the number of filled in census **papers** and the number of enumerated persons for each premise with the records in the columns **5-12 of table 5 of the notebook** (paying attention to the records on the need of the second visit in the column 13 of table 5, so that no person, no household is omitted during the population census);

- **carefully review** the material to remove defects and fix the incorrect or incomplete records;

- check the quality of the filled marks, the writing of numbers and words. All amendments to the documents shall be accurate and legible. **Generally**, the corrected census papers **shall not be rewritten**.

**After verifying** that all persons are enumerated, and the information for all premises is entered into the table 5 of the notebook, census taker **counts** the numbers in 5-12 lines of the table on each page to receive a total number for the line **“Total for page accounted by census taker”** and in general for enumeration precinct - for the line **“Total for enumeration precinct. Accounted by census taker”**.

The received result for enumeration precinct in table 5 line **“Total for enumeration precinct as of the last census day”** shall be written in the **table 3 “Results of control visiting”**.

### 8.2. Control visiting, delivery of materials

On the day specified by the instructor, a selective control visiting will be performed at each enumeration precinct, and the census taker shall take part in it. During the control visiting the instructor jointly with the census taker will verify information on all residents of premises covered by control visit.

The corresponding documents **shall be filled in** for everyone who had to be enumerated in this premise, but **was omitted** during the census taking. The census papers for those who were enumerated **by mistake shall be withdrawn** and delivered to the instructor together with other papers when the work is finished.

Procedure for **correcting** of census papers during control visit includes the following:

- **person that is subject to be enumerated** in this premise, but **was omitted by census taker**, shall be recorded at the end of the list of table 1 of form S. His household number shall be written in the column A, and the current number within this household – in the column B. If two households were written in the table 1, and the omitted person belongs to the first household, then the relationship (in brackets) with the first person recorded for the household under the first number, and the initials of the first household member (for example, “son-in-law of Petrova I.K.”) shall be indicated after having written his surname, first name and patronymic in the column 1. A separate census paper of form L shall be drawn for the omitted person, it shall be enclosed after the last paper for this living premise;

- in case of **erroneous registration of persons not subject to enumeration** in this premise (for example, those who left for military service, studies, moved to another place of residence etc.), this person and the household index number within the premise (column A) and person index number within the household (column B) shall be crossed out from the table 1 of form S, and the the following reason for crossing out shall be written: “Recorded by mistake – left for studies” etc. The form of form L is crossed and withdrawn. This person shall be crossed out of the form V with

an indication of reason, and the mark “Field is not accounted” shall be indicated for this person;

- the number of persons in a household shall be verified in the question 2 of section III of form P, and the total number of persons in a living premise is verified on page 1 of form Cover;
- if a **certain premise was omitted**, the form Cover shall be drawn with the number following the number of the last premise within the enumeration precinct from the column 4 of table 5 of the census taker notebook, and all necessary census papers shall be filled in.

When the control visiting is finished census taker at instructor’s order shall **correct** the columns 5-12 of table 5, **cross** the number being corrected and **write down** the correct number **nearby**.

After that the **results shall be counted and recorded** in lines “**Total for page with account of control visiting**” and “**Total for enumeration precinct II. With account of control visiting**”. Those numbers serve as basis for **columns 2-8 of table 3** “Results of control visiting”.

Before delivery census materials shall be packed in a brief case according to the order set in the next paragraph of this section. Census taker shall personally deliver all census papers and the means of material and technical support to instructor at the stated time.

### **8.3. Packing the papers in brief case**

Census taker shall fill in the “**Accompanying form**” (**form N**) received from instructor before packing the census papers in brief case. The Accompanying form separates the census papers of one enumeration precinct from another during further processing, and within enumeration precinct – separates the census papers of different settlements. A separate Accompanying form is drawn for an enumeration precinct in urban settlements. In rural areas, a separate Accompanying form is drawn for each rural settlement or a part of a settlement that comprises the enumeration precinct (including settlements without permanent residents).

The **numbers of census, instructor and enumeration precincts** shall be written on top of the form N. The “Brief case No.” and “Form No.” fields **shall not be filled in**.

The address of enumeration precinct from the census taker’s notebook shall be written in the special “**Filled during delivery-acceptance of papers**” field, and one of the marks “urban settlement” or “rural settlement”, as well as a mark “part of a settlement” or “whole settlement” shall be indicated.

Census taker shall indicate the date of delivery of census materials to instructor, write down his surname, and put his signature in the “Census taker” line of “**Delivery-acceptance of papers**” table.

If the enumeration precinct consists of:

- *part of a settlement*, then the Accompanying form shall be enclosed first before papers of the first premise within the enumeration precinct;
- *one settlement and a part of other settlement*, then the corresponding Accompanying forms shall be enclosed: first – before the first list of settlement residents, and second – before the papers of the first premise of the part of other settlement;
- *several settlements*, then the corresponding Accompanying forms shall be enclosed before the papers of the first premise of each settlement.

Формы N  
УТВЕРЖДЕНЫ  
Законом России  
от 31.12.2009 № 302

Всероссийская перепись населения

2 1 4 Н  
сопроводительный  
БЛАНК

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Заполняется при сдаче - приеме документов

Субъект Российской Федерации **Московская обл.** Район (в том числе внутригородской)

Населенный пункт **г. Пушкино** Сельская (городская, поселковая) администрация

городской населенный пункт  часть населенного пункта   
сельский населенный пункт  целый населенный пункт

Сдача - приема документов

| Сдал документы | Дата сдачи         | Фамилия исполнителя |
|----------------|--------------------|---------------------|
| Переписчик     | 28 октября 2010 г. | Соломатина С.Ю.     |
| Инструктор     |                    |                     |
| Заведующий     |                    |                     |
| Уполномоченный |                    |                     |

Заполняется в территориальных органах Росстата

Заполняется только для сельской местности

Код субъекта Российской Федерации

Код городского населенного пункта, района или сельской администрации

Код сельского населенного пункта

Число бланков в портфеле

Число переписанных лиц по форме П (часть населенного пункта)

Число переписанных лиц по форме В (часть населенного пункта)

№ и.п. части населенного пункта в портфеле

Подготовка к автоматизированной обработке

| Виды работ   | Дата окончания | Фамилия исполнителя | № переписного участка | № инструкторского участка | № счетного участка |
|--------------|----------------|---------------------|-----------------------|---------------------------|--------------------|
| Комплектовка |                |                     |                       |                           |                    |
| I цикл       |                |                     |                       |                           |                    |
| II цикл      |                |                     |                       |                           |                    |
| Сканирование |                |                     |                       |                           |                    |

Добавлено при комплектовке

Служебная зона 1  2  3  4  А  Б  В  Г

After the Accompanying form N for a settlement (or a part of it) the census papers shall be enclosed in the following order. All *Covers with census papers* shall be packed in numerical sequence of the premises within one enumeration precinct. The papers inside each Cover are packed in the following order: form S, then form L filled for this premise. Census papers of form L inside each Cover are enclosed in numerical sequence of the households, and within each household – in numerical sequence of persons. After that the form P filled for this premise shall be enclosed.

When it comes to the last person of settlement (or a part of it) all the forms B for this settlement shall be enclosed. If an enumeration precinct includes several settlements, forms B drawn for relevant settlement shall be enclosed upon enumeration of the last person of each settlement.

All census papers enclosed thereby shall be packed in a **brief case**, and *census taker's notebook*, taker's certificate, and the scheme of enumeration precinct shall be put in the brief case's pocket. Census taker shall **personally** deliver all census papers in the brief case, as well as wasted and unused census papers, other census documentation and the material and economic supplies to instructor in time prescribed by the latter.

## IX. DIFFICULT SITUATIONS

Census taker's work is very important for successful conduct of the population census. An census taker shall treat his/her work with maximal responsibility and read attentively the information below. These recommendations will help a census taker to communicate with population.

During the period of the 2010 All-Russian population census the staff of the MIA of Russia implements a complex **system of measures to provide security of census takers**, including enhanced territory patrolling and prevention of crime, duty in premises of census and instructor precincts, accompanying of census takers to living premises for surveying of socially deprived population.

In case any difficulties occur, a census taker shall be assisted by an instructor, a census precinct head and an authorized official on issues of population census, representatives of local self-government bodies and internal affairs bodies. In such a way safety and security are provided during population census conduct.

However, despite all these measures, each census taker shall know general rules of behavior in extraordinary circumstances - at occurrence of “difficult” situations, those making information collection more difficult, and, probably threatening health and safety of the census taker himself/herself.

***Actions of census takers in difficult situations:***

| <b>Situation description</b>   | <b>census taker’s actions</b>   |
|--|---|
| The living premise door is closed - the apartment or house is empty, the residents are out   | It is necessary to leave a filled information sheet, containing data on your visit, as well as the address and telephone number of the permanent precinct   |
| You are not allowed into an apartment (house) because of the residents’ fear to be robbed  | It is necessary to tell a person (from behind the shut door or by entry phone) the address and telephone number of instructor and permanent precincts, where he/she can check that you are their census taker and also inform a person where he/she can go to be enumerated outside the premises. Try to deliver a census information sheet to this apartment |
| You are allowed into the apartment (house), but:   |   |
| <ul style="list-style-type: none"> <li>- residents are in a state of alcoholic or drug intoxication;</li> <li>- person who let you in is mentally ill and/or rudely aggressive; deaf; suffers from a contagious disease</li> </ul> | It is necessary to leave the apartment immediately, trying not to cause its residents aggression. Put a mark into your notebook and tell the instructor that this apartment shall be visited together with a neighborhood police inspector  |
| - there is a row, scuffle or, on the contrary, celebration (feast), taking place in the premise  | You shall go away and come again at another time, having left a census information sheet, if possible   |
| - You are invited for tea, to be a guest, to have a talk   | You shall speak with the respondent in calm and well-wishing tone, on the topics related to the census and census paper questions only. Invitations for meal shall be politely refused; refusals can be explained by hard work mode and necessity to visit lots of other respondents  |
| - the door is opened by a child, adults are out  | It is necessary to explain that you are a census taker and you need to enumerate the whole family by questioning someone of the adults, to find out when they are home, to leave a census information sheet and to come once again  |
| - funerals   | If you get to the funeral, you shall be maximally polite and regardful not to hurt people, experiencing grief. Behaving so, you shall try to persuade them to take part in the census at any time till the end of the survey conduct, convenient for them   |
| Respondents refuse to take part in census papers filling, explaining this by the fact that they are busy   | It is necessary to try to reach an agreement with them on revisit date and time and to tell them about the possibility to undergo the census at the permanent precinct at time that is more convenient for them   |

## General recommendations

1. During population survey a census taker shall be dressed simply, neatly, and, depending on weather, rather warmly. You shall not wear too bright, expensive clothes and jewelry, take a lot of money with you, etc.

2. You should visit population only with a census taker's brief case, but not with a tote bag - this may put the residents on the alert.

3. You shall always have the telephone number of the nearest police-station and a whistle for the case of abnormal situation.

4. A census taker shall be polite, tactful and patient at work. It is necessary to understand that in the course of the census one can meet people of different natures and tempers, and the census taker's task is to find a way to communicate with everybody and to complete his/her work on time.

5. Coming to a stair case landing of an apartment house, one shall ring at all the apartments on this landing, so that the residents know that not only they are visited. Similar things shall be done for shared apartments. You shall introduce yourself to all, who have come out at your ring, explain the aim of your visit, show your Certificate of census taker and your passport, if needed, and then agree on the order of visiting apartments located at this staircase landing.

6. Census taker shall try, if possible, not to speak with respondents on external topics. Census taker shall not argue or, moreover, conflict with the respondent. Indulging in personalities or insult can only be met by a well-intentioned attempt to defuse tension. If this fails, one shall apologize for bothering, say goodbye politely and call another day.

7. After the survey is completed, a census taker shall thank each respondent for participation in the 2010 All-Russian population census. Thus, importance and significance of his/her participation in the population census are underlined once more.

Explanations, which population will probably need during census papers filling, are given below.

The survey begins with filling of *Cover Form*, in which census forms are put and which is needed to separate population census forms filled for one premise from those filled for another one.

Then *S form* - "*List of Individuals*" - is filled in. Filling of this form allows checking if all the residents of the living premise are enumerated in the corresponding census forms and if the census forms for people, residing in different premises, are not mixed.

*L form* - "*Population census form*" - is filled in each living premise for the individuals who constantly live in this premise.

Then *P form* - "*Population census form*," containing data on a residential house, a particular living premise and living conditions of each household within this living premise, - is filled for the whole living premise.

*V form* - "*Population census form*" - is filled for those, temporary staying in the territory of the Russian Federation and permanently residing abroad.

At surveying **women with children under the age of 3 years**, a census taker may have difficulties in filling questions 10.1 ("Point out all sources of income you have") and 11.1 ("Did you have any income-yielding job in the period of October 7-13, 2010?") of Population census sheet of L form.

The table below will help to determine what marks shall be made for these questions and in what cases, if **a woman worked** at the enterprise (organization, establishment) **before the birth of her child, is on care leave** in view of the birth of her child **and continues to be a staff worker** of the enterprise (organization, establishment):



| Type of mother's leave   | Possible marks for mother, question 10.1 (source number)   | Mark in mother's question 11.1   | Possible marks in child's question 10.1 (source number)  |
|--|--|--|--|
| <b>Maternity leave</b>   | <ul style="list-style-type: none"> <li>– “1” (<b>sick leave certificate</b>);</li> <li>– “6” (a lump-sum prenatal allowance, as well as a lump-sum allowance to women <b>registered in medical institutions at the early stages of pregnancy</b>);</li> <li>– “2”, “3”, “5”, “9”, “10”, “11” (if a woman pointed out any of these sources).</li> </ul> | “yes”  | <ul style="list-style-type: none"> <li>– “6” (a lump-sum childbirth allowance);</li> <li>– “11” (if a child depends upon his/her parents).</li> </ul>  |
| <b>Child-care leave for parents of children under 1 year and six months</b>                  | <ul style="list-style-type: none"> <li>– “6” (a monthly child-care allowance or compensation from the enterprise);</li> <li>– “1”, “2”, “3”, “5”, “9”, “10”, “11” (if a woman pointed out any of these sources).</li> </ul>  | “yes”  | <ul style="list-style-type: none"> <li>– “6” (a monthly child allowance);</li> <li>– “5” (if a disability allowance is fixed);</li> <li>– “11” (if a child depends upon his/her parents).</li> </ul>             |
| <b>Child-care leave for parents of children over 1 year and six months but under 3 years</b> | <ul style="list-style-type: none"> <li>– “6” (compensation from the enterprise);</li> <li>– “1”, “2”, “3”, “5”, “9”, “10”, “11” (if a woman pointed out any of these sources).</li> </ul>  | <ul style="list-style-type: none"> <li>– “no” (if being on child-care leave, she does not work);</li> <li>- “yes” (if she works).</li> </ul> | <ul style="list-style-type: none"> <li>– “6” (if a monthly child allowance is fixed);</li> <li>– “5” (if a disability allowance is fixed);</li> <li>– “11” (if a child depends upon his/her parents).</li> </ul> |

Communicating with people, a census taker will probably have to answer questions of population concerning the conducted census. Here are some variants to answer these questions.

***“What is the population census needed for?”***

*Population census is a traditional statistic procedure. Population census is needed to receive objective data on social, demographic, economic and national characteristics of population.*

*The data of population census will help the government to work more effectively and pursue a correct social policy. It is not a political action, but a public one.*

*Your participation in the population census is your contribution to the development of the country. It is not difficult, you run no risks. You have no reasons to refuse to take part in population census.*

*The population census results have a long-term perspective. They will benefit to decision-making not only on Russia’s overcoming the crisis, but also on improvement of the quality of life at the post-crisis stage.*

*So for example, the results of the previous 2002 All-Russian population census were used by the state to work out demographic and social programs, national projects in public health, education, agriculture and housing. But the situation with population has changed significantly over the last years and there is a demand for actualization of data and comparing them with those of the latest census.*

***“What is the reason for conducting a population census, when all the information on people is available at passport offices, tax offices, etc.?”***

*There is information on population at different administrative sources, indeed, but they all contain incomplete information on part of population only. So for example, there is data on population registration at passport offices, but in fact these people may live at another address or even in another subject of the Russian Federation. There are no children under 18, as well as people, deprived of voting rights (disabled, convicted), in the voters’ lists.*

*Besides, this data does not cover the whole spectrum of information on the population, whereas it is collected during censuses and makes it possible to view different population characteristics in combination, for example education level and native language.*

*There is no population register in our country so far.*

***“What questions are asked during census?”***

*The questionnaire or census schedule are prepared to get the information to satisfy all those who require it - minister, businessman, academician, student. The census schedule is widely discussed. In 2009, the All-Russian Statisticians Meeting was organized to discuss the census and consider its major organizational and methodological documents. In our country, such a practice to discuss the questions of census has been applied since the census of 1897.*

*The census schedule and methodology of registration of all the categories of population takes into account the recommendations of international organizations to provide the comparability of census results worldwide. The results of All-Russian population census compose the results of the World Census.*

*Many questions of census papers became habitual already; they repeat during each new census. It is done on purpose as the succession of schedules shall be kept to compare the previous censuses’ results with the new census information, and monitor demographic and social trends of our society.*

*Main subjects of the census schedule have been listed in Article 6 of the Federal Law “On All-Russian Population Census”. They are the following: age, marital status, education, number of children, nationality, language proficiency, residence, living conditions, provision of amenities, employment, migration. The contemporary economy conditions require to ask a question about the sources of income. However, pay your attention to formulation of questions and prompts: nobody asks what income you have—the question relates only to sources of income.*

***“Who needs my information?”***

*Upon processing of census papers no specific information on people will be published except consolidated results. The principle of anonymity for disclosed information is applied. Therefore, you have no reason to worry.*

*If you think that your information could be used against you, pay your attention to what is written on a census paper: “Confidentially (guaranteed by information recipient)”. All census papers have this note. Any information obtained during the census is protected by law and no census makers—from the census takers to Head of the Russian Statistics Committee—is enabled to disclose your information (Art.8 of the Federal Law “On All-Russian Population Census” and Art.7 of the Federal Law “On Personal Data”).*

*Your surname, name, patronymic, and address are to be recorded in census papers not to get mixed up while processing the information, so that, for example, a member of your family is not registered among people from another apartment. All your data in census papers is depersonalized.*

*Census poses no threat to you.*

***“You proceed asking your questions, but nothing changes for better...”***

*However, would you like some changes for better? And if you refuse to participate, how it will change our life for better?*

*If you feel bad, we need to let our state know, and take measures to improve your conditions. That is why precise information is needed.*

*If the previous All-Russian population census 2002 was not conducted, the state would not have basic data for development of national projects and social programs.*

*Therefore, we need to answer the questions, and thus, give this true information to change situation for the better.*

***“I don’t like our authorities; therefore, I don’t want to take part in the census.”***

*It has nothing to do with authorities. Census does not relate to any authorities. Nobody suggests you to vote for somebody. Giving the census information, you provide help to make any right decisions not only to our administration, but for businessmen and community. Census isn’t political but a social matter. It does no harm to anyone.*

*Many prominent persons took part in census due to their well understanding of its social and economic importance. E.g., L.Tolstoy was a census taker during the Moscow Census of 1882; and A.Chekhov took part in the Sakhalin Census of 1897.*

*Earlier, in the 18th century, M.Lomonosov developed his “Academic Questionnaire” with questions for collection of some statistical data, which characterized some separate Russian regions and the whole country in total.*

***“Whom do you enumerate?”***

*The census shall be conducted with regards of everyone who constantly (permanently) resides in the Russian Federation. Permanent residential place is a place where a person daily spend the most part of his/her night’s repose. Such place may match or not match with the address, where a person is registered (resides).*

*The Russian citizens who are abroad due to their long-term official trip (including their family members) are subject to the census too.*

*According to the abridged schedule, the residents of other countries shall be enumerated, if they were in Russia as of the census (00:00, October 14, 2010).*

***“At what age a person can take part in the census?”***

*The whole population of country is subject to the census, regardless of age. Since 14, the person may respond a census taker questions independently; and information about younger children shall be given by their parents.*

***“What documents do I need for the census? Do I have to show them to a census taker?”***

*No document shall be shown during questioning; all the information shall be written according to oral information received.*

***“May one person living in the apartment answer for all members of his/her household?”***

*Yes, if you possess correct information. If you don't, you need to inform a census taker about, and advise him/her of the time when all people are at home; then he/she will come again so that all people who reside together with you can answer a question on their nationality.*

***“What about census for persons with no fixed abode?”***

*The persons with no fixed abode will be enumerated as all the Russian citizens by questioning and filling the census papers in any places where a census taker meets them. As a rule, the places of their regular stay are known to the police. To avoid the double counting, persons with no fixed abode will receive certificated on their enumeration. Other census taker will not question them being presented such a certificate.*

***“Are the questioned persons obliged to allow a census taker into their apartments (house)?”***

*No, if they don't want to, they can go out to their staircase or yard of a private house for communication with a census taker, as well as come to their permanent precinct for enumeration.*

***“Is there any liability for refusing to participate in the census?”***

*According to legislation, taking part in the All-Russian population census is a social responsibility of any citizen. No penalties will be applied to those who refused to take part in the census.*

*However, in the USA, England, and Czech Republic, such people shall pay a serious fine according to their legislation. In Turkey, on the day of census, citizens are forbidden to leave their homes as they shall wait for their census taker. The Bolivian authorities took things a step further. This Latin American country closes its borders, cancels the trains and municipal transport; and all the inhabitants are ordered not to leave their home. It's due to the most part of Bolivians being employed in so called informal economy, and pays no taxes; therefore, the authorities fear that they will not collect true and complete data concerning the social and economic state of population. In Argentine and Chile, the law prescribes closing all places of entertainment, shops, restaurants, and service rendering enterprises.*

*In Russia the only argument for taking part in census is person's understanding that he/she is a part of society which needs the information about itself.*

*In addition legislators believe that their trust in population will provide true responses.*

***“May I not answer some questions of census paper?”***

*The census schedule is aimed at getting the results for all the questions both in terms of the country and the settlement where you reside. By refusing to answer some questions, you will prevent collection of full and correct information that influences you and your children indirectly. Absence of information on persons of certain age or social state can distort the general structure of this group of population, and this generation respectively. In general results of the census will contain no information on you and people like you.*

*Nevertheless, you shall know that there will be no penalties for you not answering any of the questions.*

***“I refuse to answer the question on my marital status”***

*Your data will be used for statistic purposes only. The Russian Statistics Committee is not interested in you specifically, but in general population conditions. No harm will be inflicted, if you provide this information.*

***“I don’t like to provide any information about my sources of income”***

*There is no question about size of income in the census papers but only about sources of income from the listed ones. In general form, this data will allow reflection of the population economic structure—the share of pensioners, housewives, and welfare recipients, etc. in each age group.*

***“How do you know if a respondent provided true or untrue answers?”***

*The worldwide principle of censuses is trust in population. A census taker will not ask any confirming documents, and will write your responses based on your words. Due to the best practice worldwide, the true answer is more convenient than a purposeful false. As a rule, share of jokers is insignificant and does not influence the census quality.*

***“Will any penalty be applied for providing false information?”***

*No penalty. Answers in census papers will be written from the words of questioned persons only—this is one of the main principles of the All-Russia population census. No document confirming your information shall be presented to your census taker.*

***Examples of the documents filling  
during the All-Russian population census 2010***

***Example 1:***

The premise is located at the following address (nominally): Moscow Region, Dmitrov district, urban-type settlement Iksha, Vodnikov street, house number 2, telephone 8-926-171-00-12)

Census precinct № 2, instructor precinct № 1, enumeration precinct №1, the premises number within enumeration precinct 15.

Census taker attended the premises on October 14, 2010;

One household of four people lives in the premises:

Ilchenko Konstantin Sergeevich (wished to register first),

his wife - Ilchenko Svetlana Ivanovna,

their son - Ilchenko Ivan Konstantinovich,

Ilchenko S.I.'s mother - Arkhipova Irina Fyodorovna.

At the moment of population census all of them were at home.

**Ilchenko Konstantin Sergeevich** was born on May 27, 1967 in Lvov city (the Ukraine), marital status - married to Ilchenko S.I., Russian citizenship, Ukrainian nationality, postgraduate of MAI, does not have a degree, does not study, speaks Russian, his native language is Ukrainian, works as a salesman in M-Video shop in Moscow (this job is his main source of living), he also works part-time as a private taxi-driver (worked during the weekend on October, 9 and 10). In October 1975 he moved with his parents to Iksha settlement in Moscow Region; in 1985-87 was on military service for a regular term in Kazakhstan.

**Ilchenko Svetlana Ivanovna** was born on December 15, 1971 in Moscow, registered marriage, Russian citizenship, Russian nationality, graduated from university in 1993, does not have a degree, studies at the landscape design courses, her native language is Russian, speaks Russian and English, works as a private tutor in Iksha settlement, she also has individual in-house production farm, considers the private tutorship earnings to be her main source of living, moved to Iksha settlement from Moscow in 1989, has one child.

**Ilchenko Ivan Konstantinovich** was born on February 2, 1990 in Iksha settlement in Moscow Region, has never been married, Russian citizenship, Russian nationality, studies at the 4th course of Bauman Moscow State Technical university, his native language is Russian, speaks Russian and English, receives the scholarship but considers his parents' help to be his main source of living. He did not have a job during the week previous to the census. He has searched for work but does not have an opportunity to start it within next month. He did not leave Iksha settlement for more than a year.

Ilchenko I.K. is registered at his uncle's apartment (Ilchenko S.I.'s brother) at the following address: Moscow, Preobrazhenskoye, B. Cherkizovskaya street, house 51, apt. 124, he often stays there overnight. During the census and control visiting he plans to visit his uncle.

**Arkhipova Irina Fyodorovna** was born on October 15, 1944 in Borisoglebsk, from August 1986 to January 1990 she lived in Moscow and moved to Iksha settlement after she gave birth to a child, a widow, Russian citizenship, Russian nationality, graduated from school and technical college of sewing, she speaks only Russian which is her native language, retired due to age, has her own garden where she grows flowers for sale and vegetables for private consumption. Her main source of living, as she considers, is earnings from flower sale. Has two children (born in March 1967 and December 1971).

Private residential house built of wood in 1977 and rebuilt in 2008.

There are the following improvements in the house: electricity, delivery gas, heating and hot water supply from water heater, water supply system is brought in the house from a well located on

site, individual sewer system, a toilet (with washout), a shower indoors, the bathhouse (a separate building on site), kitchen, garbage is collected in special containers located outside.

The total area is 63,2 m<sup>2</sup>, there are 4 rooms in the house one of which is a store room.

People living in this premise use mobile phone (for Internet access too), television satellite antenna, there are no radio receiving stations.

### *Example № 2*

The premise is located at the following address (nominally): Vladimir Region, Vladimir city, Oktyabrsky district, Zelyonaya street, house 12, apt. 1.

Census precinct № 2, instructor precinct № 3, enumeration precinct №1, the premises number within enumeration precinct 42.

Census taker visited the apartment on October 25, 2010.

There are three households in the shared flat of the apartment house.

The first household consists of four people who occupy 3 rooms:

Orlov Evgeny Mikhailovich (went on business trip for 2 weeks 10 days ago),

his wife - Orlova Anastasia Fyodorovna,

his daughter - Orlova Anna Evgenievna,

his son - Orlov Andrey Evgenievich.

One person lives in the fourth room - Smolin Dmitry Leonidovich.

Smirnova Maria Ivanovna lives in the fifth room. At the beginning of October a fiance Serge Janin, a citizen of France, came to M.I. Smirnova, he is a constant resident of Paris.

**Orlov Evgeny Mikhailovich** (registered first, according to words of his wife) was born on August 11, 1966 in Vitebsk city (Byelorussia), no registered marriage, officially divorced with Orlova Anastasia Fyodorovna, but still they live as a family, Russian citizenship, Byelorussian nationality, after graduating from the university he studied at postgraduate courses, completed them but failed to defend a thesis, does not study, speaks Russian and Byelorussian, his native language is Byelorussian, is a director of his own shop (with hired stuff) in Vladimir, has an interest income from cash deposits. He considers the income from his main job to be his main source of living. He lives in Vladimir since 1993.

**Orlova Anastasia Fyodorovna** was born on May 2, 1977 in Alexandr city of Vladimir Region, has been officially married to Orlov Evgeny Mikhailovich, they divorced a year ago in order to settle the housing problem but still they live together “de facto”, Russian citizen, Russian nationality, graduated from technical college, does not study, her native language is Russian, does not speak any other languages, presently does not work, is on maternity leave, before the child was born she worked in the administration of Vladimir, receives child allowance, according to her, the main source of living is her husband’s income. She lives in Vladimir city since 2000, has two children (born in December 2001 and March 2009).

**Orlova Anna Evgenievna** (mother answered on her behalf) was born on December 17, 2001 in Vladimir city, Russian citizen, Russian nationality, studies in the 3rd form of comprehensive school, her native language is Russian, speaks Russian and studies French at school. She does not receive child allowance.

**Orlov Andrey Evgenievich** (mother answered on his behalf) was born on March 3, 2009 in Vladimir city, Russian citizen, Russian nationality, does not study in nursery school, his native language is Russian, his family communicates in Russian, is provided with child allowance but the main source is parents’ income.

**Smolin Dmitry Leonidovich** was born on February 27, 1925 in Tiraspol (Moldavia), moved to Vladimir in 1981, a widower, Russian citizen, Moldavian nationality, graduated from comprehensive school and technical college, his native language is Bessarabian, speaks Russian and Bessarabian, disabled, receives old-age and disability pension.

**Smirnova Maria Ivanovna** was born on August 19, 1989 in Gus-Khrustalny city of Vladimir Region, unofficially married to Serge Janin, a citizen of Russia, Russian nationality, studies at the last course of MA (completed bachelor's studies), does not have a degree, speaks Russian and French, her native language is Russian, receives scholarship and from time to time works as an interpreter (the week before the census she worked as an interpreter at international exposition in Moscow), her interpreter's income is the main source of living. She lives in Vladimir city since December 2009, earlier she lived in Gus-Khrustalny city. Does not have children. Smirnova M.I. has the second place of residence where her parents live: Gus-Khrustalny city, Rudnitskoy street, house 2. She does not intend to go to parents before the end of the census and the control visiting (before October 29).

**Serge Janin:** was born on May 5, 1986 in Marseilles (France), a constant resident of Paris (France), speaks French and English, studies Russian presently, completed MA course, works as an engineer in a French company in Paris, came to Russia for the purpose of document preparation required for registration of marriage to Smirnova M.I.

The shared apartment is in a brick house built in 1947. There are following improvements in the apartment: electricity, electric cooker, central heating, central cold and hot water supply, the sewerage, toilet (with washout), bath, refuse chute, kitchen. The total area of the apartment is 103,5 m<sup>2</sup>. There are 6 living premises in the apartment, one of them is empty. There is no land line, each household has mobile phones, there are television antennas and wire radio.

The first and the third households have Internet access.

During the control visiting the instructor found out that one more person stays in Smolin D.L.'s household - his nephew Kostyuk Konstantin Ivanovich who came 3 weeks ago to see his uncle and stay there for one month, he is a constant resident of Saint-Petersburg (Petrogradsky district, Dal street, house 63, building 1, apt. 14). His wife can provide information about him at his place of residence. On October 25 while visiting the apartment, the taker did not fill in the census documents for him.



Federal State Statistics Agency

**The All-Russian population census 2010**

**Federal State Statistics Agency**

Russian Federation subject \_\_\_\_\_

Region \_\_\_\_\_

Settlement \_\_\_\_\_

City district \_\_\_\_\_

**Enumeration precinct № \_\_\_\_\_**

Surname, name, patronymic of census taker \_\_\_\_\_

**Instructor precinct № \_\_\_\_\_**

Surname, name, patronymic of instructor \_\_\_\_\_

Address and telephone number of instructor precinct \_\_\_\_\_

\_\_\_\_\_

**Census precinct № \_\_\_\_\_**

Surname, name, patronymic of census precinct head \_\_\_\_\_

Address and telephone number of census precinct \_\_\_\_\_

\_\_\_\_\_

**Table 1. List of documents, material and economic supply,  
received and submitted by census taker**

| No. of item | List of documents   | Received, pcs. (filled in by instructor) | submitted (filled by census taker) |           |           |        |
|-------------|---|--|------------------------------------|-----------|-----------|--------|
|             |   |  | total                              | including |           |        |
|             |   |  |                                    | filled in | defective | unused |
| 1           | 2   | 3  | 4                                  | 5         | 6         | 7      |
| 1.          | <b>Cover form.</b> Census documents cover   |  |                                    |           |           |        |
| 2.          | <b>S-form.</b> List of persons  |  |                                    |           |           |        |
| 3.          | <b>L-form.</b> Census paper   |  |                                    |           |           |        |
| 4.          | <b>P-form.</b> Census paper   |  |                                    |           |           |        |
| 5.          | <b>V-form.</b> Census paper   |  |                                    |           |           |        |
| 6.          | <b>N-form.</b> Cover paper  |  |                                    |           |           |        |
| 7.          | <b>KS-form.</b> List of persons for the control of census papers filling in                           |  |                                    |           |           |        |
| 8.          | <b>SPR-form.</b> Census reference   |  |                                    |           |           |        |
| 9.          | <b>Instruction</b> on procedure for the All-Russian population census 2010 conduct and papers filling |  |                                    | x         | x         | x      |
| 10.         | <b>Tables 4, 5</b> of census taker's notebook   |  |                                    | x         | x         | x      |
| 11.         | <b>Form № 9.</b> Information leaflet  |  |                                    | x         | x         | x      |
| 12.         | <b>Form № 10.</b> Respondent's card   |  |                                    | x         | x         | x      |
| 13.         | <b>Form № 11.</b> Label in taker's briefcase  |  |                                    | x         | x         | x      |
| 14.         | The 2010 All-Russian population census worker ID  |  |                                    | x         | x         | x      |
| 15.         | Schematic plan of enumeration precinct  |  |                                    | x         | x         | x      |
| 16.         | Schematic plan of rural settlements   |  |                                    | x         | x         | x      |
| 17.         | Briefcase   |  |                                    | x         | x         | x      |
| 18.         | Electric torch  |  | x                                  | x         | x         | x      |
| 19.         | Whistle   |  | x                                  | x         | x         | x      |
| 20.         | Office accessories  |  | x                                  | x         | x         | x      |

**Table 2. Information on the population census conduct**  
(with growing total number for the end of the day)

| Date                | Number of premises visited<br>(table 5 column 4) | Number of persons registered    |                                 |
|---------------------|--|---------------------------------|---------------------------------|
|                     |  | in L-form<br>(table 5 column 5) | in V-form<br>(table 5 column 8) |
| 1                   | 2  | 3                               | 4                               |
| the 14th of October |  |                                 |                                 |
| the 15th of October |  |                                 |                                 |
| the 16th of October |  |                                 |                                 |
| the 17th of October |  |                                 |                                 |
| the 18th of October |  |                                 |                                 |
| the 19th of October |  |                                 |                                 |
| the 20th of October |  |                                 |                                 |
| the 21th of October |  |                                 |                                 |
| the 22th of October |  |                                 |                                 |
| the 23th of October |  |                                 |                                 |
| the 24th of October |  |                                 |                                 |
| the 25th of October |  |                                 |                                 |

**Table 3 Results of control visiting**

|   | Number of persons registered |     |       |           |     |       | Number of KS-forms created |
|---|------------------------------|-----|-------|-----------|-----|-------|----------------------------|
|   | in L-form                    |     |       | in V-form |     |       |                            |
|   | total                        | men | women | total     | men | women |                            |
| 1   | 2                            | 3   | 4     | 5         | 6   | 7     | 8                          |
| Total for enumeration precinct on the last day of census (table 5 line I. "Registered by taker")                              |                              |     |       |           |     |       |                            |
| Changes as a result of control visiting   | X                            | X   | X     | X         | X   | X     | X                          |
| - additionally registered   |                              |     |       |           |     |       |                            |
| - excluded persons previously registered by mistake   |                              |     |       |           |     |       | X                          |
| Total for enumeration precinct taking into account control visiting (table 5 line II. "Taking into account control visiting") |                              |     |       |           |     |       |                            |







| Name of settlement, street, avenue, passage, etc. | House number | Apartment number<br>Rooms in the order of growing numbers | Number of premises within enumeration precinct | Number of persons registered in L-form |     |       | Number of persons registered in V-form |     |       | Number of V-forms filled in | Number of KS-forms filled in | Notes |
|---|--------------|---|--|--|-----|-------|--|-----|-------|-----------------------------|------------------------------|-------|
|   |              |   |  | total                                  | men | women | total                                  | men | women |                             |                              |       |
| 1   | 2            | 3   | 4  | 5                                      | 6   | 7     | 8                                      | 9   | 10    | 11                          | 12                           | 13    |
|   |              |   |  |  |     |       |  |     |       |                             |                              |       |





**Clarifications for the procedure for filling in of census paper for polygamic and same-sex marriage.**

*(approved by head of Rosstat № AS-08-23/1016 of 05.04.2010 and of 13.05.2010)*

1. Households where husband has more than one wife (**polygamic marriage**) shall be registered in the following way:
  - in table 1 of S-form “List of persons” the polygamically married man is registered first, then his wife having children younger than 18 and her children, after that comes the next wife and her children, etc. The rest household members are registered in the end;
  - in L-form “Census paper” (side L1) the husband field shall contain the mark in box 5 of part for official use, question 5 of L-form shall contain the index number of wife who comes first in table 1 of S-form;
  - Spouses of this person are marked as “wife, husband” in question 1 of L-form, and are given number “1” in question 5.
  
2. The households with **same-sex marriage** shall be registered as follows:
  - First same-sex marriage spouse in L-form shall be given the mark in box 2 of part for official use of L-form;
  - After that answer all the questions according to information provided by them.