How to fill out your Census Form

See the filled-out example in the yellow instruction guide. This guide will help with any problems you may have.

If you need more help, call the Census Office. The telephone number of the local office is shown at the bottom of the address box on the front cover.

Use a black pencil to answer the questions. Black pencil is better to use than ballpoint or other pens.

Fill circles "O" completely, like this: ●

When you write in an answer, print or write clearly.

Make sure that answers are provided for everyone here.

See page 4 of the guide if a roomer or someone else in the household does not want to give you all the information for the form.

Answer the questions on pages 1 through 5, and then starting with pages 6 and 7, fill a pair of pages for each person in the household.

Check your answers. Then write your name, the date, and telephone number on page 20.

Mail back this form on Tuesday, April 1, or as soon afterward as you can. Use the enclosed envelope: no stamp is needed.

Please start by answering Question 1 below.

Question 1

List in Question 1

● Family members living here, including babies still in the hospital.

● Relatives living here.

● Lodgers or boarders living here.

● Other persons living here.

● College students who stay here while attending college, even if their parents live elsewhere.

● Persons who usually live here but are temporarily away (including children in boarding school below the college level).

● Persons with a home elsewhere but who stay here most of the week while working.

Do Not List in Question 1

● Any person away from here in the Armed Forces.

● Any college student who stays somewhere else while attending college.

● Any person who usually stays somewhere else most of the week while working there.

● Any person away from here in an institution such as a home for the aged or mental hospital.

● Any person staying or visiting here who has a usual home elsewhere.

1. What is the name of each person who was living here on Tuesday, April 1, 1980, or who was staying or visiting here and had no other home?

Note

If everyone here is staying only temporarily and has a usual home elsewhere, please mark this box  □.

Then please:

● answer the questions on pages 2 through 5 only, and

● enter the address of your usual home on page 20.

Please continue →
Here are the QUESTIONS for ANSWERS. Please fill one column for each person listed in Question 1.

2. How is this person related to the person in column 1?
   Fill one circle.
   START in this column with the household member (or one of the members) in whose name the home is owned or rented. If there is no such person, start in this column with any adult household member.

   If "Other relative" of person in column 1, give exact relationship, such as mother-in-law, niece, grandson, etc.

3. Sex. Fill one circle.
   Male ☐ Female ☐

4. Is this person —
   Fill one circle.
   White ☐ Asian Indian ☐ Black or Negro ☐ Hawaiian ☐ Japanese ☐ Guamanian ☐ Chinese ☐ Filipino ☐ Korean ☐ Aleut ☐ Vietnamese ☐ Other — Specify

5. Age and month and year of birth
   a. Print age at last birthday.
   b. Print month and fill one circle.
   c. Print year in the spaces, and fill one circle below each number.

   a. Age at last birthday
   1 2 3 4 5 6 7 8 9 10 11 12
   b. Month of birth
   c. Year of birth
   1 2 3 4 5 6 7 8 9 10 11 12

6. Marital status
   Fill one circle.
   Now married ☐ Separated ☐ Widowed ☐ Never married ☐ Divorced

7. Is this person of Spanish/Hispanic origin or descent?
   Fill one circle.
   No (not Spanish/Hispanic) ☐ Yes, Mexican, Mexican-American, Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic

8. Since February 1, 1980, has this person attended regular school or college at any time? Fill one circle. Count nursery school, kindergarten, elementary school, and schooling which leads to a high school diploma or college degree.
   No, has not attended since February 1 ☐ Yes, public school, public college ☐ Yes, private, church-related ☐ Yes, private, not church-related

9. What is the highest grade (or year) of regular school this person has ever attended?
   Fill one circle.
   Highest grade attended:
   Nursery school ☐ Kindergarten ☐ Elementary through high school (grade or year)
   Highest grade attended:
   Nestary school ☐ Kindergarten ☐ Elementary through high school (grade or year)
   Highest grade attended:
   Nursery school ☐ Kindergarten ☐ Elementary through high school (grade or year)
   Highest grade attended:
   Nursery school ☐ Kindergarten ☐ Elementary through high school (grade or year)

   If now attending school, mark grade person is in. If high school was finished by equivalency test (GED), mark "12." 

   If never attended school — Skip question 10

10. Did this person finish the highest grade (or year) attended?
    Fill one circle.
    Now attending this grade (or year) ☐ Finished this grade (or year) ☐ Did not finish this grade (or year) ☐
NOW PLEASE ANSWER QUESTIONS H1—H12 FOR YOUR HOUSEHOLD

H1. Did you leave anyone out of Question 1 because you were not sure if the person should be listed — for example, a new baby still in the hospital, a lodger who also has another home, or a person who stays here once in a while and has no other home?
- Yes — On page 20 give name(s) and reason left out.
- No

H2. Did you list anyone in Question 1 who is away from home now — for example, on a vacation or in a hospital?
- Yes — On page 20 give name(s) and reason person is away.
- No

H3. Is anyone visiting here who is not already listed?
- Yes — On page 20 give name of each visitor for whom there is no one at the home address to report the person to a census taker.
- No

H4. How many living quarters, occupied and vacant, are at this address?
- One □
- Two or more

H5. Do you enter your living quarters —
- Directly from the outside or through a common or public hall?
- Yes
- No

H6. Do you have complete plumbing facilities in your living quarters that is, hot and cold piped water, a flush toilet, and a bathtub or shower?
- Yes, for this household only
- Yes, but also used by another household
- No, have some but not all plumbing facilities
- No plumbing facilities in living quarters

H7. How many rooms do you have in your living quarters?

<table>
<thead>
<tr>
<th>Rooms</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

H8. Are your living quarters —
- Owned or being bought by you or by someone else in this household?
- Rented for cash rent?
- Occupied without payment of cash rent?

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A. Census Use Only □

B. Type of unit or quarters

<table>
<thead>
<tr>
<th>Occupied</th>
<th>First form</th>
<th>Continuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant</td>
<td>Regular</td>
<td>Group quarters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First form</td>
</tr>
</tbody>
</table>

C. Is this unit boarded up?
- Yes
- No

D. Months vacant

<table>
<thead>
<tr>
<th>Less than 1 month</th>
<th>1 up to 2 months</th>
<th>2 up to 6 months</th>
<th>6 up to 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Indicators

<table>
<thead>
<tr>
<th>Mail return</th>
<th>Pop/F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
### H13. Which best describes this building?

- Include all apartments, flats, etc., even if vacant.
  - A mobile home or trailer
  - A one-family house detached from any other house
  - A one-family house attached to one or more houses
  - A building for 2 families
  - A building for 3 or 4 families
  - A building for 5 to 9 families
  - A building for 10 to 19 families
  - A building for 20 to 49 families
  - A building for 50 or more families
  - A boat, tent, van, etc.

### H14a. How many stories (floors) are in this building?

*Count an attic or basement as a story if it has any finished rooms for living purposes.*

- 1 to 3 — Skip to H15
- 4 to 6
- 7 to 12
- 13 or more stories

**b. Is there a passenger elevator in this building?**

- Yes
- No

### H15a. Is this building —

- On a city or suburban lot, or on a place of less than 1 acre — Skip to H15
- On a place of 1 to 9 acres?
- On a place of 10 or more acres?

### H16. Do you get water from —

- A public system (city water department, etc.) or private company?
- An individual drilled well?
- An individual dug well?
- Some other source (e.g., spring, creek, river, cistern, etc.)?

### H17. Is this building connected to a public sewer?

- Yes, connected to public sewer?
- No, connected to septic tank or cesspool?
- No, use other means

### H18. About when was this building originally built? Mark when the building was first constructed, not when it was remodeled, added to, or converted.

- 1979 or 1980
- 1960 to 1969
- 1940 to 1949
- 1930 to 1939
- 1920 to 1929

### H19. When did the person listed in column 1 move into this house (or apartment)?

- 1979 or 1980
- 1975 to 1978
- 1970 to 1974
- Always lived here

### H20. How are your living quarters heated?

*Fill one circle for the kind of heat used most.*

- Steam or hot water system
- Central warm-air furnace with ducts to the individual rooms
- Electric heat pump
- Other built-in electric units (permanently installed in wall, ceiling, or baseboard)
- Floor, wall, or pipeless furnace
- Room heaters with flue or vent, burning gas, oil, or kerosene
- Room heaters without flue or vent, burning gas, oil, or kerosene (not portable)
- Fireplaces, stoves, or portable room heaters of any kind
- No heating equipment

### H21a. Which fuel is used most for house heating?

<table>
<thead>
<tr>
<th>Fuel</th>
<th>Usage</th>
<th>Census Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas</td>
<td>from underground pipes</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td>1 1 1</td>
</tr>
<tr>
<td>Kerosene</td>
<td></td>
<td>2 2 2</td>
</tr>
<tr>
<td>Fuel oil</td>
<td></td>
<td>3 3 3</td>
</tr>
<tr>
<td>Oil</td>
<td></td>
<td>4 4 4</td>
</tr>
</tbody>
</table>

### H21b. Which fuel is used most for water heating?

<table>
<thead>
<tr>
<th>Fuel</th>
<th>Usage</th>
<th>Census Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas</td>
<td>from underground pipes</td>
<td>5 5 5</td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td>6 6 6</td>
</tr>
<tr>
<td>Kerosene</td>
<td></td>
<td>7 7 7</td>
</tr>
<tr>
<td>Oil</td>
<td></td>
<td>8 8 8</td>
</tr>
</tbody>
</table>

### H21c. Which fuel is used most for cooking?

<table>
<thead>
<tr>
<th>Fuel</th>
<th>Usage</th>
<th>Census Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas</td>
<td>from underground pipes</td>
<td>9 9 9</td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td>0 0 0</td>
</tr>
<tr>
<td>Kerosene</td>
<td></td>
<td>1 1 1</td>
</tr>
<tr>
<td>Oil</td>
<td></td>
<td>2 2 2</td>
</tr>
</tbody>
</table>

### H22a. What are the costs of utilities and fuels for your living quarters?

#### a. Electricity

- $0.00 OR Included in rent or no charge
- Average monthly cost

#### b. Gas

- $0.00 OR Included in rent or no charge
- Average monthly cost

#### c. Water

- $0.00 OR Included in rent or no charge
- Average monthly cost

#### d. Oil, coal, kerosene, wood, etc.

- $0.00 OR Included in rent or no charge
- Average monthly cost

### H22b. Do you have complete kitchen facilities? Complete kitchen facilities are a sink with piped water, a range or cookstove, and a refrigerator.

- Yes
- No

### H22c. Do you have complete kitchen facilities? Complete kitchen facilities are a sink with piped water, a range or cookstove, and a refrigerator.

- Yes
- No

### H23. How many bedrooms do you have?

**Count rooms used mainly for sleeping even if used also for other purposes.**

- No bedroom
- 2 bedrooms
- 4 bedrooms
- 1 bedroom
- 3 bedrooms
- 5 or more bedrooms

### H24. How many bathrooms do you have?

- No bathroom
- 1 bathroom
- 1 1/2 bathrooms
- 2 or more bathrooms

### H25. Do you have air conditioning?

- Yes, a central air-conditioning system
- Yes, 1 individual room unit
- Yes, 2 or more individual room units
- No

### H26. How many automobiles are kept at home for use by members of your household?

- None
- 1 automobile
- 2 or more automobiles

### H27. Do you have a telephone in your living quarters?

- Yes
- No

### H28. How many vans or trucks of one-ton capacity or less are kept at home for use by members of your household?

- None
- 1 van
- 2 or more vans

### H29. How many cars or trucks of one-ton capacity or less are kept at home for use by members of your household?

- None
- 1 truck
- 2 or more trucks
H30. What were the real estate taxes on this property last year?

$ _____________________________ .00 OR O None

H31. What is the annual premium for fire and hazard insurance on this property?

$ _____________________________ .00 OR O None

H32a. Do you have a mortgage, deed of trust, contract to purchase, or similar debt on this property?

- Yes, mortgage, deed of trust, or similar debt
- Yes, contract to purchase
- No — Skip to page 6

b. Do you have a second or junior mortgage on this property?

- Yes
- No

Please turn to page 6
16. When was this person born?
- Born before April 1965 —
  Please go on with questions 17-33
- Born April 1965 or later —
  Turn to next page for next person

17. In April 1975 (five years ago) was this person —
   a. On active duty in the Armed Forces?
      - Yes
      - No
   b. Attending college?
      - Yes
      - No
   c. Working at a job or business?
      - Yes
      - No

18a. Is this person a veteran of active-duty military service in the Armed Forces of the United States?
- Yes
- No — Skip to 19

b. Was active-duty military service during —
   Fill a circle for each period in which this person served.
   - May 1975 or later
   - Vietnam era (August 1964—April 1975)
   - February 1955—July 1964
   - Korean conflict (June 1950—January 1955)
   - World War II (September 1940—June 1947)
   - World War I (April 1917—November 1918)
   - Any other time

19. Does this person have a physical, mental, or other health condition which has lasted for 6 months or more and which —
   a. Limits the kind or amount of work this person can do at a job? —
      - Yes
      - No
   b. Prevents this person from working at a job? —
      - Yes
      - No
   c. Limits or prevents this person from using public transportation? —
      - Yes
      - No

20. If this person is a female —
   How many babies has she ever had? —
   - None
   - 1
   - 2
   - 3
   - 4
   - 5
   - 6
   - 7
   - 8
   - 9
   - 10
   - 11
   - 12
   - More

21. If this person has ever been married —
   a. Has this person been married more than once?
      - Yes
      - No
   b. Month and year of marriage?
      - Month
      - Year
   c. If married more than once — Did the first marriage end because of the death of the husband (or wife)?
      - Yes
      - No

22a. Did this person work at any time last week?
   - Yes — Fill this circle if this person worked full or part time.
   - No — Fill this circle if this person did not work, or did only own work, or work at home, or volunteer work.

b. How many hours did this person work last week at all jobs?
   Subtract any time off, add overtime or extra hours worked.

23. At what location did this person work last week?
   If this person works at more than one location, print where he or she worked most last week.
   If one location cannot be specified, see instruction guide.

   a. Address (Number and street)
   b. Name of city, town, village, etc.
   c. Is the place of work inside the incorporated (legal) limits of that city, town, village, etc.?
      - Yes
      - No, in unincorporated area
   d. County
   e. State
   f. ZIP Code

24a. Last week, how long did it usually take this person to get from home to work (one way)?

   a. Car
   b. Truck
   c. Motorcycle
   d. Van
   e. Bus or streetcar
   f. Railroad
   g. Subway or elevated
   h. Other — Specify

24b. How did this person usually get to work last week?
   If this person used one method, give the one usually used for most of the distance.
   - Car
   - Truck
   - Motorcycle
   - Van
   - Bicycle
   - Bus or streetcar
   - Walked only
   - Railroad
   - Other — Specify

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<table>
<thead>
<tr>
<th>Per. No.</th>
<th>11</th>
<th>13b</th>
<th>14</th>
<th>15b</th>
<th>23</th>
<th>24a</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
c. When going to work last week, did this person usually: 
- Drive alone — Step to 2b
- Drive others only
- Share driving
- Ride as passenger only

d. How many people, including this person, usually rode to work in the car, truck, or van last week? 
123
4 6
5 7 or more

After answering 24c, skip to 26.

25. Was this person temporarily absent or on layoff from a job or business last week? 
- Yes, on layoff
- Yes, on vacation, temporary illness, labor dispute, etc.
- No

26a. Has this person been looking for work during the last 4 weeks?
- Yes
- No — Skip to 27

26b. Could this person have taken a job last week? 
- No, already has a job
- No, temporary illness
- No, other reasons (in school, etc.)
- Yes, could have taken a job

27. When did this person last work, even for a few days? 
- 1980
- 1978
- 1970 to 1974
- 1979
- 1975 to 1977
- 1969 or earlier
- Never worked

28. Current or most recent job activity 
Describe clearly this person's chief job activity or business last week.
If this person had more than one job, describe the one at which this person worked the most hours.
If this person had no job or business last week, give information for last job or business since 1975.

a. For whom did this person work? If now on active duty in the Armed Forces, print "AF" and skip to question 31.
- (Name of company, business, organization, or other employer)

b. What kind of business or industry was this? Describe the activity at location where employed.

- (For example, Hospital, newspaper publishing, mail order house, auto engine manufacturing, breakfast cereal manufacturing)

c. Is this mainly — (Fill one circle) 
- Manufacturing
- Retail trade
- Wholesale trade
- Other — (agriculture, construction, service, government, etc.)

29. Occupation 
For what kind of work was this person doing?
(For example: Registered nurse, personnel manager, supervisor of order clerks, assembly engineer, operators)

b. What were this person's most important activities or duties?
(For example: Patient care, directing hiring policies, supervising order clerks, assembling engines, operating grading mill)

30. Was this person — (Fill one circle) 
- Employee of private company, business, or individual, for wages, salary, or commissions
- Federal government employee
- State government employee
- Local government employee (city, county, etc.)
- Self-employed in own business, professional practice, or farm
- Own business not incorporated
- Own business incorporated
- Working without pay in family business or farm

31a. Last year (1979), did this person work, even for a few days, at a paid job or in a business or farm? 
- Yes
- No — Skip to 31d

31b. How many weeks did this person work in 1979? 
Count paid vacation, paid sick leave, and military service.

- Weeks

31c. During the weeks worked in 1979, how many hours did this person usually work each week? 
- Hours

31d. Of the weeks not worked in 1979 (if any), how many weeks was this person looking for work or on layoff from a job? 
- Weeks

32. Income in 1979 — Fill circles and print dollar amounts.
If net income was a loss, write "Loss" above the dollar amount. If exact amount is not known, give best estimate. For income received jointly by household members, see instruction guide.

32a. During 1979 did this person receive any income from the following sources?
- If "Yes" to any of the sources below — How much did this person receive for the entire year?

a. Wages, salary, commissions, bonuses, or tips from all jobs ... Report amount before deductions for taxes, bonds, dues, or other items.
- Yes
- No 

b. Own nonfarm business, partnership, or professional practice ... Report net income after business expenses.
- Yes
- No 

c. Own farm ...
Report net income after operating expenses. Include earnings as a tenant farmer or sharecropper.
- Yes
- No 

d. Interest, dividends, royalties, or net rental income ...
Report even small amounts credited to an account.
- Yes
- No 

e. Social Security or Railroad Retirement ...
- Yes
- No 

f. Supplemental Security (SSI). Aid to Families with Dependent Children (AFDC), or other public assistance or public welfare payments ...
- Yes
- No 

g. Unemployment compensation, veterans' payments, pensions, alimony or child support, or any other sources of income received regularly. Exclude lump-sum payments such as money from an inheritance or the sale of a home.
- Yes
- No 

32c. What was this person's total income in 1979? 
Add entries in questions 32a through 32g; subtract any losses. 
If total amount was a loss, write "Loss" above amount. 
- OR

Please turn to the next page and answer the questions for Person 2 on page 2.