

January 3, 2020

To Facility Manager:

We need your help to count everyone in the United States by providing basic information about all the people living or staying at this facility. The **2020 Census** includes people who live or stay in group quarters, such as college or university residence halls, nursing/skilled-nursing facilities, group homes, residential treatment centers, workers' group living quarters, and correctional facilities.

A Census Bureau worker has contacted or will contact your facility to confirm a preferred enumeration method. This letter provides instructions if your facility chose or chooses to be enumerated by the Electronic Response Data Transfer (eResponse) option. The eResponse period will open for collection on **January 17, 2020**.

Using your unique User ID that can be found on the back of this letter, please follow the instructions below to complete your eResponse:

- Enter your User ID on the eResponse homepage. Your User ID is provided on the back of this letter.
- After entering your User ID, you will be asked to complete a few security questions.
- After you complete the security questions, eResponse will generate a PIN number.
- Please retain this PIN number. The PIN number is used to log into the eResponse system and respond for the specific group quarters facility.
- After you complete these steps, download the Census Bureau template.
- Please retain and use the Census Bureau template to complete your eResponse.
- After you complete the Census Bureau template, upload it to the Census Bureau's secure Web site.
- After your upload is complete, please print the submission confirmation for your records.

Please respond by the date identified by the Census Bureau worker. If your facility has not submitted an eResponse by this date, a Census Bureau worker will enumerate your facility in person.

The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221, and 223. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all this information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information provided to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of individual responses.

For more information about how we protect this information, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the homepage. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

Please visit our Web site at 2020census.gov for more information about the 2020 Census. Additional questions can be answered when a Census Bureau worker contacts you. Thank you for your cooperation, and we look forward to working with you.

User ID: [User ID removed]

Web site: respond.census.gov/gqe

For help completing the eResponse template, please call toll-free 1-844-846-8443.

Complete the Census Bureau template for the group quarters listed below.

Census ID	Group Quarters Type	Group Quarters Name

Sincerely,

Steven D. Dillingham
Director