

When registering with the Census Bureau for LUCA – please remember to:

LUCA Registration Form

- Sign the form
- Indicate only **ONE** LUCA Liaison
 - You can indicate multiple reviewers, but just one liaison
- If you are **NOT** doing LUCA, because another local government is doing LUCA for your local government, indicate “No” in A2 and check A2g “*other reason*” and write-in a detailed explanation of the reason.

LUCA Participation Option/Product Preference

- Select only **ONE** Option
 - Indicate either Option 1, Option 2, or Option 3

LUCA Self-Assessment Checklist for the Confidentiality and Security Guidelines

- Fill out **BOTH** sides
- There has been some confusion on the Bureau’s intent for the **Environmental or Natural Disasters** question. They just want to be assured that the local government has a plan to keep the data locked up and secure. No need to send your plan.

MAY NOT WANT TO USE the Census Bureau’s Postage Paid – Business Reply Mailer

- If the 120-day review window is important to your local government or if your local government wants to do BAS (Boundary Annexation Survey) in conjunction with LUCA, then you may **NOT** want to use the Postage Paid – Business Reply Mailer that came with the registration materials.
 - Why? Because these mailers do **NOT** get date stamped and may take longer to get to the Bureau. To ensure that your registration forms are **RECEIVED** by the Bureau by November 19th (to guarantee the 120-day review window) or by October 31st (to do BAS in conjunction with LUCA), you may want to send your registration forms via a carrier that can guarantee a receipt date.