

**Procedures for Submitting Domestic Violence Shelters to the Census Bureau**

1. Your government may submit address information for domestic violence shelters to the Census Bureau; however, it will not be part of your 2010 LUCA submission. Your government will not receive LUCA Feedback materials or appeal rights for the domestic violence shelters that you submit. The Census Bureau will verify these addresses in our Address Canvassing and Group Quarters operations in 2009. These addresses will not appear on any Census Bureau products that are distributed to the public.
2. Your submission may be in paper or any computer-readable format and must include the following fields. If your government is submitting computer-readable, the file must be burned onto a CD or DVD. Please submit a name for the domestic violence shelter. Only submit city-style addresses.

Provide these fields:

- a. Entity Name
  - b. Entity ID Code
  - c. State Code
  - d. County Code
  - e. Census Tract Number
  - f. Census Block Number
  - g. House Number
  - h. Street or Road Name
  - i. Name of Group Quarters (in this case, the domestic violence shelter)
  - j. Apartment/Unit Number (if applicable)
  - k. City Style Mailing ZIP Code
  - l. Fill out and include the "Domestic Violence Shelter Form"
3. Your government will submit the domestic violence shelters list in a separate package from your LUCA submission. Double-wrap the submission in two opaque sealed envelopes. Label both sides of the inner envelope with this disclosure notice:

*"This package contains **sensitive** address information."*

*"This package contains U.S. Census Bureau Address Information; Disclosure Prohibited by Title 13, U.S.C."*

4. Send paper copies or CD/DVDs to:

Attention Geography  
Regional Office  
RO Address

Please use a shipping contractor that provides tracking services, such as U.S. Postal Service (USPS) certified or registered mail, Fed Ex, United Parcel Service (UPS), or similar service.

*Please call 1-866-511- LUCA if you need assistance. Thank you.*