

Attachment D

**Department of Commerce
United States Census Bureau
OMB Information Collection Request
2017 Economic Census of Island Areas
OMB Control Number 0607-0937**

Initial Contact and Follow-up Letters

Single Location Companies

| | |
|---------|---|
| IAS-L1 | Initial Mail American Samoa |
| IAS-L2 | First Follow-up American Samoa |
| IAS-L3 | Second and Third Follow-up American Samoa |
| IAM-L1 | Initial Mail Commonwealth of Northern Mariana Islands |
| IAM-L2 | First Follow-up Commonwealth of Northern Marian Islands |
| IAM-L3 | Second and Third Follow-up Commonwealth of Northern Mariana Islands |
| IAG-L1 | Initial Mail American Guam |
| IAS-L2 | First Follow-up Guam |
| IAS-L3 | Second and Third Follow-up Guam |
| IA-L1 | Initial Mail Puerto Rico |
| IA-L2 | First Follow-up Puerto Rico |
| IA-L3 | Second and Third Follow-up Puerto Rico |
| IAMI-L1 | Initial Mail U.S. Virgin Islands |
| IAMI-L1 | First Follow-up U.S. Virgin Islands |
| IAMI-L1 | Second and Third Follow-up U.S. Virgin Islands |

Multiple Location Companies

| | |
|---------|----------------------------|
| ECMU-L1 | Initial Mail |
| ECMU-L2 | First Follow-up |
| ECMU-L3 | Second and Third Follow-up |



A Message from the Director, U.S. Census Bureau:

We request your cooperation with the **2017 Economic Census** of American Samoa. The Economic Census is conducted every five years, and is the primary source of facts about the structure and functioning of the Nation's economy, as well as your island's economy. **Your participation is essential** to ensure an accurate and reliable measurement. Businesses like yours use Economic Census data to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

Use the enclosed form as a worksheet prior to reporting online, or return the completed form in the enclosed envelope. Online reporting is easy, and reduces cost and processing times.

Steps to report online:

1. **Sign in OR register** at <https://portal.census.gov>
2. **Add** your authentication code, which is printed on the front page of the form.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete the survey.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**.

We estimate this survey will take an average of 60 minutes to complete. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help lines at 684-633-2340 or 684-633-5155, Monday through Friday, 7:30 a.m. to 4:00 p.m. local time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Enclosures

IAS-L1
(Draft)

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0937 and appears in the upper right corner of each reporting screen. Without this approval, we could not conduct this survey.

Authority and Confidentiality

Title 13, United States Code, Sections 131 and 191, authorize this collection. Section 224 requires your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and use your response only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Burden Estimate Statement

We estimate this survey will take an average of 60 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census** of American Samoa. This survey is mandatory and requires your immediate attention.

1. **Sign in OR register** at the website above.
2. **Add** your authentication code **OR locate** this report under “My Surveys.”
3. **Report** by clicking on “REPORT NOW.” You can return to your account over multiple sessions to complete the survey.

If you recently reported, you can verify your filing status by clicking on “Options” and then “Filing Status.” Look for an entry under the “Date Received” column.

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Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America’s people, places, and economy. Your response makes a difference.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census** of American Samoa. Please complete the survey online using the following information:

Website:

Authentication Code:

Due Date:

1. **Sign in OR register** at the website above.
2. **Add** your authentication code **OR locate** this report under “My Surveys.”
3. **Report** by clicking on “REPORT NOW.” You can return to your account over multiple sessions to complete the survey.

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



A Message from the Director, U.S. Census Bureau:

We request your cooperation with the **2017 Economic Census** of the Commonwealth of the Northern Mariana Islands. The Economic Census is conducted every five years, and is the primary source of facts about the structure and functioning of the Nation's economy, as well as your island's economy. **Your participation is essential** to ensure an accurate and reliable measurement. Businesses like yours use Economic Census data to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

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YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**.

We estimate this survey will take an average of 60 minutes to complete. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help lines at 670-664-3023, 670-664-3045, or 670-664-3000, Monday through Friday, 7:30 a.m. to 4:30 p.m. local time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Enclosures

IAM-L1

(Draft)

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Burden Estimate Statement

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PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census** of the Commonwealth of the Northern Mariana Islands. This survey is mandatory and requires your immediate attention.

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Sincerely,

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



A Message from the Director, U.S. Census Bureau:

We request your cooperation with the **2017 Economic Census** of Guam. The Economic Census is conducted every five years, and is the primary source of facts about the structure and functioning of the Nation's economy, as well as your island's economy. **Your participation is essential** to ensure an accurate and reliable measurement. Businesses like yours use Economic Census data to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

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We estimate this survey will take an average of 60 minutes to complete. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 671-475-7057, Monday through Friday, 8:00 a.m. to 5:00 p.m. local time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Enclosures

IAG-L1
(Draft)

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



A Message from the Director, U.S. Census Bureau:

We request your cooperation with the **2017 Economic Census** of Puerto Rico. The Economic Census is conducted every five years, and is the primary source of facts about the structure and functioning of the Nation's economy, as well as your island's economy. **Your participation is essential** to ensure an accurate and reliable measurement. Businesses like yours use Economic Census data to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

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For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-888-872-8390, Monday through Friday, 8:30 a.m. to 6:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



A Message from the Director, U.S. Census Bureau:

We request your cooperation with the **2017 Economic Census** of the U.S. Virgin Islands. The Economic Census is conducted every five years, and is the primary source of facts about the structure and functioning of the Nation's economy, as well as your island's economy. **Your participation is essential** to ensure an accurate and reliable measurement. Businesses like yours use Economic Census data to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

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Enclosures

IAVI-L1

(Draft)

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Burden Estimate Statement

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PAST DUE NOTICE

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census** of the U.S. Virgin Islands. Please complete the survey online using the following information:

Website:

Authentication Code:

Due Date:

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Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau



A Message from the Director, U.S. Census Bureau:

We need your help completing the **2017 Economic Census**. The Economic Census is the major source of data for calculating the U.S. Gross Domestic Product, and it forms the foundation for most measures of the Nation's economy. We require this level of comprehensive data from you only once every five years. Information from businesses like yours provides reliable data for your business, your community, and your industry that is used by governments and businesses to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

Website:

Authentication Code:

Due Date:

Contact:

1. **Sign in OR register** at the website above.
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete the survey.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**.

We estimate each survey will take on average between 42 minutes and 5 hours 36 minutes to complete, depending on your principal industry classification and business activity. Additional information about the authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-233-6136, Monday through Friday, 8:30 a.m. to 6:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0998 for the 2017 Economic Census, 0607-0937 for the Economic Census of Island Areas, and 0607-0444 for the Report of Organization. These numbers appear in the upper right corner of each reporting screen. Without these approvals, we could not conduct these surveys.

Authority and Confidentiality

Title 13, United States Code, authorizes this collection (Section 131 authorizes the 2017 Economic Census, Sections 131 and 191 authorize the Economic Census of Island Areas, and Sections 131 and 182 authorize the Report of Organization). Section 224 requires your response. The U.S. Census Bureau is required by Section 9 of Title 13 to keep your information confidential and use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Burden Estimate Statement

We estimate each 2017 Economic Census survey will take on average between 42 minutes and 5 hours 36 minutes to complete, depending on your principal industry classification and business activity, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

We estimate each Economic Census of Island Areas survey will take an average of 60 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

We estimate each Report of Organization survey will take an average of 24 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



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Website:

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3. **Report** by clicking on “REPORT NOW.” You can return to your account over multiple sessions to complete the survey.

If you recently reported, you can verify your filing status by clicking on “Options” and then “Filing Status.” Look for an entry under the “Date Received” column.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. The U.S. Census Bureau is authorized to collect this information under Title 13, United States Code (Sections 131, 182, and 191). The same law requires that you respond (Section 224), and assures the confidentiality of the information you provide (Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution, and can use your responses only to produce statistics.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-800-233-6136, Monday through Friday, 8:30 a.m. to 6:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America’s people, places, and economy. Your response makes a difference.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau