

## **The Annual Street List/Census**

Every year in January the Town Clerk's Office is required to send all households the Annual Street Listing/Census Form. (*Massachusetts General Laws Chapter 51*) Each household is required to complete this form within 10 days of receipt and return it to the Town Clerk's office.

### **Who should complete the street list form?**

Any adult residing in the home can complete and sign the form.

### **What do I need to do with the form?**

Please look over the names and information listed on the form. If there are no changes or additions to the pre-printed information, simply sign the form and return it to the Town Clerk. If you have changes, please follow the instructions on the back of the form before signing and returning.

### **How is the information used?**

- The amount of State and Federal Aid our town receives is based on population, so it is important to have an accurate count of our residents.
- The Town Clerk uses this information to maintain the list of registered voters and to help the town keep an up-to-date list of where residents live.
- The School Department uses these reports to help them project future levels of school enrollment.
- The Council on Aging uses the information to estimate the possible demand for services to residents age 60 and over.
- The Public Safety Department uses this information to project the need for services.
- The presence of a person's name on the street list may also be used to establish residency for several other reasons such as qualifying for in-state college tuition, for job applications or special low-cost loan programs, and for adoption applications.

It is important to return your street list because years from now, you may need to prove that you or your children lived in Plainville or resided in Massachusetts at a certain time, and the street list for that year is the proof of residency.

### **What happens if I do not return the form?**

Failure to respond to this mailing shall result in removal from the active voting list.

### **What if I have other questions or concerns?**

Please feel free to call, email or come to the Town Clerk's office for more information.