

Form C - City Census Summary Information

Form C is used to report the final summary of population and housing from a special city census. The form is required by the Office of Financial Management (OFM) to complete the certification of a special city census pursuant to RCW 43.62.030.

A signed copy of Form C is required to be submitted with the documents listed in the checklist below. Electronic signatures cannot be accepted at this time.

Very few instructions are imbedded in Form C. All cities conducting a census are required to conform to the rules and practices of OFM as outlined in the Census Administrator Manual and Census Enumerator Manual and expected to understand the definitions and terminology (See: <http://www.ofm.wa.gov/pop/annex/forms/default.asp>). If you have any questions regarding the census procedures contact OFM at 360-902-0599 or pop.estimate@ofm.wa.gov.

Most of the information reported on Form C can be obtained from the census field enumeration and summary tabulation sheets. Information for Section A, New Structures and Units Permitted, should come from the permit issuing authority. Information for Section E, Municipal Boundary Changes, should come from the planning or clerk's office.

Enter values in the cells with a blue background. Cells with a light grey background contain formulas and are not editable.

Documentation Checklist

The following documents are required for census certification. Please mark an X in the box beside each item to indicate that it is included with the information provided to OFM.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Census master control map |
| <input type="checkbox"/> | 2. All field enumeration sheets (Sheet A) |
| <input type="checkbox"/> | 3. All block tabulation sheets (Sheet B) |
| <input type="checkbox"/> | 4. All block group tabulation sheets (Sheet C) |
| <input type="checkbox"/> | 5. Summary tabulation sheet (Sheet D) |
| <input type="checkbox"/> | 6. Form C (this form) |
| <input type="checkbox"/> | 7. Supplemental information (if necessary) |

2024 Population Census Certification

Municipality:	
County:	

Household Population:	
Group Quarter Population:	
Total Population:	

Total Housing Units:	
Occupied Housing Units:	
Household Size:	
Occupancy Rate:	

Comments

Census Administrator or Contact Person	
Name:	
Phone:	
Email:	
Days/hours of operation:	

Signatures	Signed	Date
Mayor or Contact Person:		
City/Town Clerk:		

Census Population and Housing Unit Summary

Structure Type	Total Housing Units	Vacant Housing Units	Occupied Housing Units	Population	Household Size	Occupancy Rate	Vacancy Rate
1 unit structure (Detached)							
2 unit structure (Duplex)							
3 unit structure (Triplex)							
4 unit structure (Fourplex)							
5 or more unit structures							
Manufactured homes							
Special housing							
Total:							

Obtain information from OFM Census Sheet D – Summary Tabulation sheet.

Section A: New Structures and Units Permitted From April 2, 2023 Through April 1, 2024

Structure Type	Number of new housing structures permitted	Number of housing units associated with these permits	Number of completed units associated with these permits	Number of non-completed Units
1 unit structure (Detached)				
2 unit structure (Duplex)				
3 unit structure (Triplex)				
4 unit structure (Fourplex)				
5 or more unit structures				
Accessory dwelling unit				
Total:				

Obtain information from permit issuing authority.

Section B: Manufactured Home Park Detail

Park Name	Address/City/Zip	Contact Name	Phone	Number of Mobile Homes	Number of Pads
Total:					

Obtain information from OFM Census Sheet A - Field enumeration sheets.

Section D: Special Population and Housing Detail

Site Name or Description	Type	Address/City/Zip	Contact Name	Phone	Number of Housing Units	Population
Total:						

Obtain information from OFM Census Sheet A - Field enumeration sheets.

