

MINISTRY OF THE ECONOMY, FINANCES AND PLANNING

BRAZILIAN INSTITUTE OF GEOGRAPHY AND STATISTICS (IBGE)

SURVEY DIVISION (DPE)

10TH GENERAL CENSUS OF BRAZIL - 1990

DEMOGRAPHIC CENSUS

CD 1.09 ENUMERATOR'S INSTRUCTION MANUAL

I – BASIC CONCEPTS

TWO DEFINITIONS FROM ORIGINAL DOCUMENT NOT TRANSLATED

PRIVATE HOUSEHOLD

A private household is one that serves as living quarters to one, two, or, at the most, five families, even if it is located in an industrial or commercial establishment, etc. By extension, buildings under construction where up to 5 persons live, even without ties of kinship or domestic dependence, will also be considered Private Households.

Houses occupied by room [*casas de cômodos*, etc.] and apartment buildings comprise sets of Private Households.

Ranches, plantations, estates, mills, plants, etc., also constitute sets of Private Households.

Institutional establishments, such as hospitals, asylums, monasteries, military bases, schools, prisons and other such establishments, will be considered Private Households:

- a) Those located in independent buildings occupied by families whose members – one or more – are employees or owners of the establishment;
- b) Those located in independent buildings occupied by families, whether or not one or more of their members are part of the institution, such as in leper colonies, correctional facilities, etc.; or
- c) Those located in independent buildings occupied by families, whether or not one or more of their members are part of military establishments or zones.

The basic conditions for characterizing a private household are SEPARATION and INDEPENDENCE.

The term Separation is understood as a place for living quarters limited by walls, fences, etc., covered by a roof and which allows a person or group of persons to isolate themselves from others with the purpose of sleeping, preparing and/or consuming their meals, and protecting themselves from the elements.

Independence is understood as access to the place for living quarters without passing through living quarters of other persons.

Bedrooms provided with independent entrances, or edifications attached to the main edification and used by members of the household, including domestic employees, provided that the criterion of separation is not characterized, will be considered as integral parts of the household. However, if these persons live in a place which has independent access and prepare their own meals (have their own source of food), they will be considered as residing in a different household, such as a caretaker who lives on the premises of his employer but in a separate residence.

When using the criteria of Separation and Independence to determine the number of private households existing in a given habitation, it must first be determined whether the person or group of persons live and eat separately from the others and, then, if the person or group of persons have direct access to their place of living quarters without passing through any part of the living quarters of other persons. If the conclusion is negative in one or both of these factors, the household will be classified as a single Private Household.

SECTION BETWEEN PAGES 22 AND 41 OF ORIGINAL DOCUMENT NOT TRANSLATED

BEGINNING ON PAGE 42 OF ORIGINAL DOCUMENT

IV - CHARACTERISTICS OF THE DWELLING

QUESTION 1 - CLASS [*ESPÉCIE*]

Mark Boxes 1 or 2 for private households and Box 3 for collective dwellings, according to the criteria set down in Chapter II - BASIC CONCEPTS - of this manual.

The remaining questions referring to the characteristics of the dwellings will only be filled out for permanent private households.

QUESTION 2 – LOCATION

Consider:

House - a private household located in a building, with direct access to a thoroughfare (street, court, lane, avenue, path, etc.), legalized or no not, regardless of the material used in its construction.

Buildings with one or more floors or levels which contain a single household should be considered as houses, even if one the floors has non-household use; or

Apartment - An apartment is a private household located in a building of one or more floors containing more than one household and having common spaces (entrance hall,

stairways, corridors, entrance gate and other areas).

Mark, as the case may be:

1 - Separate house or house in a condominium - for a household located in a house with access to a thoroughfare, regardless of the material used in its construction, or one that is part of a condominium without being an integral part of a housing or subnormal complex. Included in this case are houses in "Courts," "Avenues" etc., with one or more numbers on the thoroughfare and some sub-number or specific designation;

2 - House in a lower-income complex - for households located in homes that are part of housing complexes, usually for low-income families, whose urban improvements (streets, curbs, sidewalks, pipes, etc.), were installed simultaneously, usually financed by for public organs such as COHAB, CEHAB, COOPHAB, etc., and in some cases by private companies;

3 - House in a subnormal agglomeration - for households located in subnormal housing complexes, also known as "informal settlements," regardless of the material used in their construction, such as a shantytowns, huts, houses on stilts over water, etc. What characterizes a subnormal agglomeration is its disorganized occupation and the fact that the occupants had no possession or deed to the land when it was built;

4 - Separate apartment or apartment in a condominium - for households located in apartment buildings with access to a thoroughfare or that are part of a condominium, without being an integral part of a housing or subnormal complex;

5 - Apartment in a low-income housing complex - for households located in apartment buildings that are part of housing complexes, usually for low-income families, whose urban improvements (streets, curbs, sidewalks, pipes, etc.) were built simultaneously, usually financed by a public organ such as COHAB, CEHAB, COOPHAB, etc., and in some cases by private companies;

6 - Apartment in subnormal agglomerate - for households located in apartment buildings that are part of a subnormal complex, also known as "informal settlements," such as shantytowns, huts, houses on stilts over water, etc. What characterizes a subnormal agglomeration is its disorganized occupation and the fact that the occupants had no possession or deed to the land when it was built; or

7 - Room(s) - for households located in one or more rooms of a house occupied by the room, inner-city slums, etc.

NOTE – Consideration of families that live in rooms in a house or apartment in the company of other(s) will be as follows:

- a) If there are common areas - bathroom, kitchen, etc. – They will be considered Families in a co-residing family household (except for houses occupied by the room), as they do not comply with the concept of

separation; and

- b) If there are no common areas – They will be considered Residents of another household, as they do not comply with the concept of independence and separation.

OBSERVATIONS

- a) A house or apartment in a housing complex or subnormal agglomeration should only be marked when there are a number of households in the same situation; and
- b) Apartments in subnormal agglomerations should be very rare.

QUESTION 3 - WALLS

Mark one of the boxes, according to the material predominantly used in the construction:

1 - Masonry - for bricks, adobe, stone, concrete slabs or precast concrete (covered or not with plaster), unfinished concrete and finished lathe and plaster.

Walls of metal and glass structures and those lined with marble, stone, etc. are included in this case.

2 - Finished Wood - when any type of finished wood is used, even if not in good condition, except for scrap wood from boxes or crates, plywood boards, etc.

3 - Unfinished lath and plaster - when the walls are made of mud or lime and sand with wooden pillars and stakes, indoor partitions, stucco, wattle and dubb, etc.;

4 - Scrap material - when material from crates or boxes, plywood boards or empty containers, etc. is used. Wall material already used as such in the past is not considered scrap material.

5 - Straw - when the walls are made of sapa grass, leaves, or plant shells, plants, etc.;

or

6 - Other - when material that does not fit into any of the above categories has been used.

QUESTION 4 - ROOF

Mark one of the boxes according to the material predominantly used in the roof of the dwelling:

1 - Concrete slab - when a concrete slab that is pre-fabricated or fabricated on the site is used, and in dwellings in buildings with floors separated by concrete slabs;

2 - Clay tiles - when built of any type of baked clay roof tiles;

3 - Cement-asbestos tiles - when cement-asbestos, asbestos-wood or aluminum-

wood are used;

4 - Zinc - when zinc or tin plate roof is used;

5 - Wood - when finished wood is used as roofing;

6 - Straw - when built of sapa grass, leaves or shells from plants;

7 - Scrap material - when material from crates or boxes, plywood boards, etc. has been used. Material intended for roofs but already used is not considered scrap material.

8 - Other - when material that does not fit into any of the above categories has been used.

QUESTION 5 - WATER SUPPLY

Mark:

With indoor plumbing:

1 - General system - when the dwelling is served with water piped from a general supply system, with indoor plumbing to one or more rooms;

2 - Well or spring - when the dwelling is served with piped water connected to a well or spring, with indoor plumbing to one or more rooms;

3 - Other form - when the dwelling has indoor plumbing but the reservoir (or tank) is supplied from rain water or by truck, etc.;

Without indoor plumbing:

4 - General system - when the dwelling is served with water taken from a general system piped to the premises without there being indoor plumbing in the dwelling;

5 - Well or spring - when the dwelling is served with water from its own well or spring without indoor plumbing; or

6 - Other form - when the water used in the dwelling is obtained from a public font, well, spout, etc. located off the premises without there being indoor plumbing.

If there are different types of water supply, record the most important in the order described above.

QUESTION 6 - SEWAGE DISPOSAL - DRAINAGE

Mark, even if the sewage disposal is common to more than one household:

1 - General system - when the toilet is connected to a general sewage system;

2 - Septic tank connected to a rain system - when the toilet is connected called to a septic tank and the flow off of the waste water is channeled to the rain water system;

3 - Septic tank without sewage outlet - when the toilet is connected to a septic tank and there is no outlet for the waste water (sump pit);

4 - Rudimentary cesspool - when the toilet facilities (whether or not there is a toilet), are connected to rustic sewage disposal (black cesspool, well, hole, etc.);

5 - Ditch - when the toilet facilities (whether or not there is a toilet) are connected to a ditch (open-air rain water outlet);

6 - Other - when the toilet facilities plumbing (whether of not there is a toilet) are connected directly to a river, lake, etc.;

7 - Does not know - when the respondent does not know what type of sewage outlet the house has (whether or not there is a toilet); or

0 - Does not have - when there is no plumbing for the use of the residents of the household.

QUESTION 7 - USE OF THE TOILET FACILITIES

Mark:

1 - Only for the household - when the toilet facilities are for the exclusive use of the household;

2 - Common to more than one - when the toilet facilities are common to more than one household; or

0 - Does not have - when there are no toilet facilities for the residents of the household.

QUESTION 8 - CONDITION OF OCCUPATION

Mark:

1 - Owned - the building and the land - when the family lives in a dwelling where the building and land are owned by one or more of its members;

2 - Owned - only the building - when the family lives in a dwelling where the building is owned by it without owning the land on which it is built;

3 - Rented - when the dwelling is rented, even if the rent is paid by a non-resident, except when paid by the employer of any resident of the household. The dwelling will also be recorded as rented when the employer of any one of the residents pays a monetary sum as part of the wage, to subsidize the rent;

4 - Ceded by employer - when the dwelling is ceded by the employer (private or

public) of any one of the residents, even if an occupation or maintenance fee is charged. Included in this case are dwellings whose rent is paid directly by the employer of one of the residents;

5 - Ceded by a private party - when the dwelling is ceded free of charge by a private party (a relative, non-relative or institution), but not the employer of any of the residents; or

6 - Other - when the dwelling is occupied in a way different from those described above, such as when the tenant pays a single rent for the dwelling and for the non-residential part (workshop, commercial establishment, etc.) or when the family lives at a leased [arrendado] farming establishment.

QUESTION 9 - MONTHLY RENT

Mark Box 0 - Does not pay rent - for a dwelling where some box other than No. 3 (Rented) was marked in Question 8.

For rented dwellings (Question 8, Box 3), record the value of the rent that the family paid or should have paid pay in the month of August, 1990, for occupying the residence. Do not include condominium fees, taxes, light, water, insurance, etc., even if they are part of the rent.

Record the amount in Cruzeiros according to the fields reserved for such, disregarding centavos.

No. of digits - In this field record the number of digits that comprise the declaration of the amount of the rent.

E.g., Cr\$ 2,456.50

Number of digits: 4

Cr\$ 2,456.00

QUESTION 10 - FUEL USED FOR COOKING

Mark:

1 - Piped gas - when the stove is fueled by piped gas or gas from the street;

2 - Only compressed gas from steel container - when there is only a stove fueled by liquefied bottled gas in a steel container [botijão], even when supplied by pipes running from a central plant common to more than one household;

3 - Only firewood - when there is only a stove fueled by wood, sawdust, leaves or cereal shells;

4 - Compressed gas from steel container, and firewood - when the household has two or more stoves, one fueled by liquefied gas and the other by firewood, regardless of greater use of one or the other;

5 - Coal or charcoal - when it is fueled by coal or charcoal;

6 - Other - when fueled by oil, kerosene, alcohol or electricity; or

0 - Does not have stove or brazier - when food is not prepared in the dwelling since there is neither a stove nor a brazier.

Note - If the residents do not cook, the type of fuel available in the household for this purpose should be indicated.

QUESTION 11 – TOTAL NUMBER OF ROOMS

All compartments of the dwelling, including bathrooms and kitchens, separated by walls, and those found on the outside part of the building should be considered rooms, as long as they are an integral part of the household.

Do not consider in the total number of rooms any corridors, porches, open verandas and other compartments used for non-residential purposes, such as garages, warehouses, etc.

When the number of rooms is fewer than 10, complete with a zero to the left.

Note - Do not include in the total number of rooms any kitchens or bathrooms common to several households, as is often the case in houses occupied by the room.

QUESTION 12 - ROOMS SERVING AS SLEEPING QUARTERS

Mark the box corresponding to the number of rooms or other areas that are permanently serving as sleeping quarters, even if they are only used as such for lack of adequate accommodations for that purpose.

Do not consider dressing rooms, guest rooms, etc.

QUESTION 13 - BATHROOMS

Mark the box corresponding to the number of bathrooms in the dwelling, including those on the outside part of the building (as long as they are an integral part of the household) and those occupied by employees. Visitors' bathrooms [*lavabos*] should only be considered bathrooms when, besides the sink, there is a toilet.

QUESTION 14 - DISPOSAL OF WASTE/GARBAGE

Mark:

1 - Collected directly - Is collected by a cleaning service when the waste/garbage from the household/dwelling is collected directly by a public or private company or service;

2 - Collected indirectly - Is placed in a bin belonging to a public or private company or service - When the waste/garbage from the household/dwelling is deposited in a bin or tank outside the household/dwelling, to be collected later by a public or private company or service;

3 - Burnt - When the waste/garbage from the household/dwelling is burnt directly on the land or property where the household/dwelling is located, or elsewhere;

4 - Buried - When the waste/garbage from the household/dwelling is buried directly on the land or property where the household/dwelling is located, or elsewhere;

5 - Thrown into an empty lot or thoroughfare - When the waste/garbage from the household/dwelling is thrown on land outside the area of the household;

6 - Thrown into a river, lake or ocean - When the waste/garbage from the household/dwelling is thrown into the water of a river, lake or ocean; or

7 - Other - When the waste/garbage from the household/dwelling is disposed of in some way other than those listed above.

QUESTION 15 - ARE THERE ANY IN CHILDREN UNDER THE AGE OF 2 LIVING IN THIS HOUSEHOLD, INCLUDING ANY NEWBORN INFANTS?

Mark:

1 - Yes - When children under the age of 2, that is, born after August 31, 1988, live in the household; or

0 - No - there are no children under the age of 2 living in the household.

QUESTION 16 - WATER FILTER

Mark:

1 - Has - when the drinking water is taken from a filter in the household connected to the plumbing or to a source with a device for filtering water (including ozonizing equipment); or

0 - Does not have - when the household has no filter for the drinking water, even if an earthen vessel, clay jug, etc., but without a filter, is used.

QUESTION 17 - TELEPHONE

Mark:

1 - 1 line - when the household has a single line or number, including an extension to another household, even if there is more than one telephone receiver;

2 - 2 or more lines - when the household has two or more lines or numbers; or

0 - Does not have - When there is no telephone in the household.

QUESTION 18 – PRIVATE AUTOMOBILE

Consider as having a private automobile any household where one of its residents has a passenger automobile or utility vehicle (jeep, pickup truck or van), used for leisure or for transportation of the members of the household to and from work.

Mark:

1 - 1 car - when the household has only one automobile or utility vehicle;

2 - 2 cars - when the household has two automobiles or utility vehicles;

3 - 3 or more cars - when the household has three or more automobiles or utility vehicles; or

0 - Does do not have - when there is no automobile or utility vehicle for private use in the household.

QUESTION 19 - AUTOMOBILE FOR WORK

An automobile for work is consider as one that is indispensable for the professional exercise of an occupation, such as that of a taxi driver, or a salesman who must transport samples of his or her merchandise or to pick up or deliver orders, etc. Do not consider as having an automobile for work when the vehicle is used for transportation to and from work for convenience.

Do not consider as having an automobile a household that only has trucks or pickup trucks for cargo.

Mark:

1 - Owned - when there is a passenger car or utility vehicle in the household used mainly for work and owned by one of the residents, even if it has been acquired with financing by the company for one of its employees;

2 - Ceded - when the passenger automobile or utility vehicle is owned by the company the person works for, even if it is also used for the private use of the resident.

Do not include in this case a resident who is a driver for a company, even if he or she keeps the vehicle at the household; or

0 - Does not have - when there is no automobile or utility vehicle for work at the household.

QUESTION 20 - RADIO

Mark:

1 – Has - when the household has some kind of radio (including battery-operated); or

0 – Does not have - when there is no radio in the household.

QUESTION 21 - LIGHTING

1 – Electric with gauge - for households that have electric power, whether connected or not to a general system, with a gauge or meter which records the household's exclusive consumption;

2 – Electric without gauge - for households which have electric power, whether connected or not to a general system, and do not have a gauge or meter to measure the exclusive consumption of the household; or

3 - Oil or kerosene - for households that do not have electric lighting and the

illumination is obtained by oil, kerosene or liquefied gas lamps; or

4 - Other - when there is no lighting in the household or the lighting is obtained by candles, fires, lanterns, flashlights, etc.

The following questions will only be filled out for households that have electric lighting with or without a meter.

QUESTION 22 - REFRIGERATOR

Mark:

1 - 1 door - when the household only has (1 or more) single-door electric refrigerators;

2 - More than 1 door - when there is an electric refrigerator with two or more doors in the household, only this box will be marked, even if there is another, one-door, refrigerator; or

0 - Does not have - when there is no electric refrigerator in the household, even if there is a gas or kerosene refrigerator.

QUESTION 23 - BLACK AND WHITE TELEVISION

Mark:

1 - Has - when there is a black-and-white television set in operating condition in the household; or

0 - Does not have - when there is no black-and-white television set in operating condition in the household or when there is a set but it is not in operating condition.

QUESTION 24 - COLOR TELEVISION

Mark:

1 - 1 set - when there is only one colored television set in operating condition in the household;

2 - 2 sets - when there are two colored television sets, both in operating condition, in the household;

3 - 3 or more sets - when there are three or more colored television sets in the household, at least three in operating condition; or

0 - Does not have - when the household has no colored television set or when there is a colored television set that is not in operating condition.

QUESTION 25 - FREEZER

Mark:

1 - Has - when the household has a freezer; or

0 - Does not have - when there is no freezer in the household.

QUESTION 26 - CLOTHES WASHING MACHINE

Mark:

1 - Has - when the household has a washing machine, including a machine that only washes, known as "*tanquinho*"; or

0 - Does not have - when there is no washing machine in the household.

QUESTION 27 - VACUUM CLEANER

Mark:

1 - Has - when there is a vacuum cleaner in the household; or

0 - Does not have - when there is no vacuum cleaner in the household.

<h3>V - INDIVIDUAL CHARACTERISTICS</h3>
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On CD 1.01 - the Basic Questionnaire, the information referring to each person will be recorded in one column and, on the CD 1.02 - the Sample Questionnaire [Long form], on one page. The records referring to the Head of the household will necessarily be entered as the 1st person. In the following columns or pages, as the case may be, the data referring to the other members of the household will be entered, beginning with the spouse, if there is any, then going on to the remaining members according to the numbered order specified in Question 2.

In private households with multiple families, this order should be respected, ordering the families on the basis of the main family, followed by the secondary co-residing family, and so forth.

For collective dwellings one Census Form will be filled out for each family and one Census form for each Person Alone member of the group living together.

NAME

Whenever possible, record the person's full name, such as *João Batista Melo*, *Marco Antônio Torres*, *Belarmino de Almeida Soares*, *Rosa de Andrade Ramos*, etc. When the name of the person is very long, record at least his or her baptismal name and the last surname.

QUESTION 1 - SEX

Mark the box corresponding to the sex of the person enumerated.

QUESTION 2 - KINSHIP OR RELATIONSHIP WITH THE HEAD OF THE HOUSEHOLD

Mark the box corresponding to the relationship existing between each person and the person responsible for the household.

QUESTION 3 - KINSHIP OR RELATIONSHIP WITH THE HEAD OF THE FAMILY

Mark the box corresponding to the relationship between each member of the family and the person responsible for the family in the household to which he or she belongs.

The entries regarding condition in the household and condition in the family should comply with the following criteria:

01 - Head - person (man or woman) responsible for the household or family;

02 - Spouse - person (man or woman) who lives conjugally with the Head of the household or Head of the family, whether or not there is a matrimonial bond;

03 - Child - including adopted and foster children;

4 - Stepson or stepdaughter - a son or daughter only of the spouse, even if the spouse has died or does not live in the household;

5 - Father or mother - including stepfather and stepmother;

6 - Father-in-law or mother-in-law - even if not a relative of the current spouse;

7 - Grandfather, grandmother, great-grandfather or great-grandmother - including only of the spouse;

8 - Grandson, granddaughter, great-grandson or great-granddaughter - including only of the spouse;

9 - Son-in-law or daughter-in-law - including only of the spouse;

10 - Sibling;

11 - Brother-in-law or sister-in-law - even if not a relative of the current spouse;

12 - Other relative - nephew, niece, uncle, aunt, cousin, including only of the spouse;

13 - Agregado - a person who has fixed residence in the household without being a relative, boarder, domestic employee or relative of the employee, and does not pay for lodgings;

14 - Boarder - a person who, without being a relative, has fixed residence in the household and pays for lodgings;

15 - Domestic employee - a person who provides remunerated domestic services to residents of the household;

16 - Relative of employee - a person who is a relative of a domestic employee and who does not exercise remunerated domestic work for residents in the household. This designation is not shown in Question 3 of CD 1.02 because, in the composition of the family, a relative of a domestic employee is a member of the domestic employee's family.

In collective dwellings, Box 20 - Individual will always be marked for persons who live alone. For families, the relationship or dependence will always be in relation to the Head of the family, both in Question 2 and in Question 3.

QUESTION 4 - FAMILY THE PERSON BELONGS TO

In private households, mark, for each person, the number of the family he or she belongs to, in the following manner:

1 - Single - when the household is inhabited by a single family.

When more than one family lives in the household, consider:

3 - 1st family in multiple family household- for members of the family of the head of the household;

4 - 2nd family in multiple family household - for members of the 2nd family in the co-residing family household;

5 - 3rd family in multiple family household - for members of the 3rd family in the co-residing family household;

6 - 4th family in multiple family household - for members of the 4th family in the co-residing family household; and

7 - 5th family in multiple family household - for members of the 5th family in the co-residing family household.

Notice that if there are more than 5 families living in a private co-residing family household, the household will be considered a collective dwelling and the questionnaires should be filled out according to the respective instructions and a CD 1.03 - List of Collective Dwelling, should be issued.

In collective dwellings, mark **Box 2 - Collective Dwelling** for all persons belonging to the resident family as well as to for persons alone who live in the collective dwelling - Individual.

EXAMPLES ON PAGES 56-58 OF ORIGINAL DOCUMENT NOT TRANSLATED

*****BEGINNING ON PAGE 58 OF ORIGINAL DOCUMENT*****

QUESTION 5 - IF THE MOTHER LIVES IN THE HOUSEHOLD, MARK THE NUMBER OF ORDER IN WHICH SHE WAS ENUMERATED. IF SHE DOES NOT LIVE THERE, MARK IF SHE IS ALIVE, DECEASED, OR IF THIS IS NOT KNOWN

When the mother of the person enumerated lives in the household, the number of order in which she was enumerated will be recorded. If the number of the person is less than 10, complete the entry with a zero to the left.

When the mother of the person enumerated does not live in the household, mark one of the following boxes:

70 - Is alive - when the enumerated person's mother is alive, even if she does not live in the household;

80 - Deceased - when the enumerated person's mother is deceased; or

90 - Does not know - when the enumerated person does not know if his or her mother is alive or deceased.

QUESTION 6 - MONTH AND YEAR OF BIRTH

Record the person's month and year of birth. Do not record the day of birth. When the number of the month of birth is less than 10, complete with a zero to the left. The year of birth will be recorded with three digits; for example: 940 and not 1940 or 40; 899 and not 1899 or 99.

For persons who only know their day and/or month of birth, without remembering the year, the year cannot be calculated based on the information regarding presumed age.

This question will remain blank when the person is unable to state the month and year of birth.

QUESTION 7 - PRESUMED AGE

This question will only be filled out when the respondent does not know his or her month and year of birth. Presumed age will only be recorded after all efforts at obtaining the month and year of birth have been exhausted.

If the age is 1 year or older, record the full number of months years in ONE YEAR OR OLDER Field. When the presumed age is insufficient to fill in the fields reserved for this record, complete with zero(s) to the left.

If the age is less than 1 year, record the number of full months in the LESS THAN 1 YEAR Field. When the number of months is less than 10, complete with one zero to the left. For newborn children less than 1 month old, if it is not possible to inform the month and year

of birth, record 00.

Note that the entry of the presumed age for children under the age of 1 should be very rare and admissible only in exceptional cases.

QUESTION 8 - AGE BRACKET

On the basis of the declaration in Question 6 or 7, mark the Box corresponding to the age bracket of the enumerated person:

1 - Under age 5 - for persons born between September, 1985 and August, 1990;

2 - From ages 5 to 9 - for persons born between September, 1980 and August, 1985;
and

3 - Age 10 or over - for persons born before September 1, 1980.

QUESTION 9 - ETHNIC GROUP OR COLOR

The Box corresponding to the respondent's declaration should be marked, with no interpretation by the Enumerator, considering, however, that yellow only applies to persons of Oriental origin and their descendants. Do not consider as yellow any person who has yellowish skin due to some disease, such as malaria, hookworm disease, etc.).

The term Indigenous applies not only to those who live in native villages or reservations, but also to their descendants who live outside such places.

The Box - Brown [*Parda*] - will be marked only for declarations different from white, black, yellow or indigenous, such as mulatto [mixed black and white], mixed white and Indian [*cabocla*], mixed black and Indian [*cafuzo*], mixed white and Indian [*mameluca*], etc.

QUESTION 10 – RELIGION OR DENOMINATION

The record should identify the sect, denomination or branch of the religion professed, such as: Roman Catholic, Orthodox Catholic, Brazilian Catholic, Anglican, Episcopalian, Lutheran, Baptist, Christian Congregation of Brazil, Pentecostal, Adventist, Kardecist, Umbanda, Candomblé, Buddhist, Israelite, Shintoist, Mohammedan, Esoteric, Jehovah's Witness, etc.

Do not record generic expressions such as Catholic, Protestant, Spiritualist, etc.

For persons who do not profess any religion, NO RELIGION should be recorded.

In case of doubt in defining the religion of minors, the mother's religion should be recorded.

The Enumerator should ask the respondents about the religion of each person in the household. Religion may not be based on the declaration of the head of the household of family.

NOTE - The record must be legible in order to facilitate the subsequent stages (if possible PRINT THE ANSWERS).

This procedure is valid for Questions 16, 19, 21, 29, and 46 to 48.

QUESTION 11 - PHYSICAL OR MENTAL HANDICAP

Mark:

1 - Blindness - for persons who have been totally blind since birth or who lost their sight later due to disease or accident. A person who sees with difficulty is not considered blind;

2 - Deafness - for persons who have been totally deaf since birth (deafness and dumbness) or who lost their hearing later due to disease or accident. A person who hears with difficulty is not considered deaf;

3 - Paralysis of one side - for hemiplegic persons, that is, persons who are paralyzed or handicapped with motor deficiency on one side due to injury of the nervous system;

4 - Paralysis of the legs - for paraplegic persons, that is, persons with the lower members paralyzed;

5 - Total paralysis - for quadriplegic persons, that is, persons with both the upper members (arms) and lower members (legs) paralyzed;

6 - Is missing one or more limbs or part of a limb:

a) Is missing one upper limb or part of an upper limb - for persons who are missing one or both upper limbs since birth or from later amputation due to disease or accident. Consider as missing an upper member the loss of an arm, forearm or hand. Do not consider the lack of fingers;

b) Is missing one lower limb or part of a lower limb - for persons who are missing one or both lower limbs since the birth or from later amputation due to disease or accident. Consider as missing a lower limb the loss of an entire leg, part of a leg or a foot. Do not consider lack of toes;

7 - Mental deficiency - for persons with mental retardation due to irreversible lesion or syndrome which was first determined during childhood and which is characterized by great difficulty in learning and social adaptation. Do not consider as such those persons who present a mental disturbance or disorder such as neurotics, psychotics or schizophrenics, vulgarly known as mad or crazy;

8 - More than one - for persons with more than one of the listed handicaps; and

0 - None of the above - for persons who do not have any of the deficiencies described above or for those who are not handicapped.

QUESTION 12 - WHERE LIVED IN THIS MUNICIPALITY

Mark:

1 - Only in the urban area - for persons who live in the urban area (city or village) and never lived in the rural area (ranch, plantation, farm, village, settlement, etc.) in their current municipality of residence;

2 - Only in the rural area - for rural areas who never lived in the city or village of the current municipality of residence; or

3 - In the urban and rural areas - for persons who live in the urban area and at one time lived in the rural area of the current municipality of residence or persons who live in the rural area and have lived in the city or village of the current municipality of residence.

If the person was born and always lived in the rural area whose situation was changed to urban area, mark Box 1 - Only in the urban area.

QUESTION 13 - IF IN QUESTION 12 BOX 3 WAS MARKED, INDICATE HOW MANY YEARS IT HAS BEEN SINCE THE LAST MOVE

For persons who moved from the urban area to the rural area or from the rural to the urban area, the number of years since the last move will be recorded.

For persons who always lived in the urban area or in the rural area, Box 98 - Never moved - will be marked.

For persons who once lived in the municipality, later lived in another and then returned to live in an area different from the previous area in the municipality, the time that the person returned to the municipality will be recorded.

If the number of years is less than 10, complete with a zero to the left.

When the time lived is less than 1 year, record 00.

QUESTION 14 - WERE YOU BORN IN THIS MUNICIPALITY?

Mark:

1 - Yes and always lived in this municipality - for persons who were born and always lived in the municipality;

2 - Yes, but has lived in another - for persons who were born in the municipality, moved to another, and then returned to their municipality of birth; or

3 - Was not born - for persons who were not born in the municipality.

Also consider as born in the current municipality of residence persons who comply with the following conditions:

a) they live in the same territorial area where they were born, but this area has

- since changed names or become part of a newly established state or new municipality; or
- b) they were born in a maternity hospital, relatives' home, etc. located outside the municipality of their mother's residence but returned shortly after birth.

For persons who marked Box 1 - Yes, and always lived in this municipality – proceed according to the following instructions:

- a) the questions below will not be asked of persons under the age of 5;
- b) Questions 15 to 22 will not be asked of persons age 5 or over, and the Enumerator should skip to Question 23.

For persons who marked Box 2 - Yes, but has lived in another, Questions 17 to 22 will be asked.

For persons who marked Box 3 - Was not born, Questions 15 to 22 will be asked.

QUESTION 15 - IF NATURALIZED BRAZILIAN OR FOREIGNER, INDICATE THE YEAR WHEN THE PERSON SETTLED IN BRAZIL

For native-born Brazilians mark Box 100 - Native-born Brazilian.

For naturalized Brazilians or foreigners, record, in the corresponding field, 2 or 3, the years when the person settled in Brazil.

Consider:

1 - Native-born Brazilian - a person who was born in Brazil or in a foreign country and was registered as a Brazilian pursuant to Brazilian law;

2 - Naturalized Brazilian - a person who was born in a foreign country and obtained Brazilian nationality by means of a naturalization certificate or otherwise pursuant to Brazilian legislation; and

3 - Foreigner - a person who was born outside Brazil or who was born in Brazil, was registered at a foreign representation, and did not become a naturalized Brazilian.

QUESTION 16 - WHAT STATE OR FOREIGN COUNTRY WERE YOU BORN IN?

For native-born Brazilians, record the name of the state or territory where the person was born.

Record Brazil for native-born Brazilians who were born in a foreign country.

For foreigners or naturalized Brazilians, record the name of the country of birth.

If the state or foreign country has changed its name, record the current name.

QUESTION 17/18 - HOW LONG HAS THE PERSON HAS LIVED UNINTERRUPTEDLY

Record:

In this state - the complete number of years that the person has lived in the state of current residence. For persons born in the state of current residence who migrated to another state or foreign country and later returned, record the time they have been living since last returning; and

In this municipality - the complete number of years that the person has lived in the municipality of current residence. For persons born in the municipality who migrated to another municipality or foreign country and then returned, record the time they have been living since last returning.

In both cases:

- a) if the number of years is less than 10, complete with one zero to the left; or
- b) when the time lived is less than 1 year, record 00.

QUESTION 19 - INDICATE THE ACRONYM OF THE STATE AND THE NAME OF THE MUNICIPALITY OR FOREIGN COUNTRY WHERE THE PERSON LIVED BEFORE MOVING TO THIS MUNICIPALITY

This question will only be filled out for persons who answered less than 10 years in the field - In This Municipality - in Question 17/18.

For persons who lived in Brazil before moving, record the acronym of the state and the name of the municipality where he or she lived before moving to this municipality.

For persons who, before moving, lived in a foreign country, record XX in the acronym field and the name of the country where he or she lived before moving to this municipality.

For persons who lived in the municipality and migrated to another municipality or foreign country and then returned, record the place of the last residence.

If the state, municipality or foreign country has changed its name, record the current name.

The following are the acronyms of the states in Brazil:

RO	- Rondônia	SE	- Sergipe
AC	- Acre	BA	- Bahia
AM	- Amazonas	MG	- Minas Gerais
RR	- Roraima	ES	- Espírito Santo
PA	- Pará	RJ	- Rio de Janeiro
AP	- Amapá	SP	- São Paulo
TQ	- Tocantins	PR	- Paraná
MA	- Maranhão	SC	- Santa Catarina
PI	- Piauí	RS	- Rio Grande do Sul

CE	- Ceará	MS	- Mato Grosso do Sul
RN	- Rio Grande do Norte	MT	- Mato Grosso
PB	- Paraíba	GO	- Goiás
PE	- Pernambuco	DF	- Federal District
AL	- Alagoas		

QUESTION 20 - IN THE PLACE INDICATED IN QUESTION 19, THE PERSON LIVED IN:

Mark:

1 - In the urban area - when the last residence in the municipality or foreign country in Question 19 was located in a city or village; or

2 - In the rural area - when the last residence in the municipality or foreign country recorded in Question 19 was located outside a city or village, such as a ranch, farm, country house, village, settlement, etc.

This question, like Question 19, will only be filled out for persons who answered less than 10 years in the field - In this Municipality - in Question 17/18.

The following questions (21 to 28) will only be filled out for persons age 5 years or over, that is, those born before September 1, 1985

QUESTION 21 - INDICATE THE ACRONYM OF THE STATE AND THE NAME OF THE MUNICIPALITY OR FOREIGN COUNTRY WHERE THE PERSON WAS LIVING ON 09/01/1985

If the person has lived in the municipality for five years or more (before September 1, 1985), mark Box 7 - In This Municipality - and go on to Question 23. If, on September 1, 1985, the person lived in this municipality but, for a certain period in the last 5 years, lived in another municipality and has now returned to live in this municipality, mark Box 7 - In This Municipality - and go on to Question 23.

For persons who lived in a municipality different from where they currently live, record the acronym of the state and the name of the municipality where they lived before. For those who lived in a foreign country, record XX in the Acronym field and the name of the country.

QUESTION 22 - BEFORE MOVING TO THE PLACE INDICATED IN QUESTION 21, THE PERSON LIVED

Mark:

1 - In the urban area - when the last residence in the municipality or foreign country prior to moving was located in a city or a village; or

2 - In the rural area - when the last residence in the municipality or foreign country prior to moving was located outside the city or village, such as on a ranch, farm, settlement, etc.

If the situation of the former household has been changed, record the situation at the time of residence.

QUESTION 23 - DO YOU KNOW HOW TO READ AND WRITE?

Mark:

1 - Knows how to read and write - a person able to read and write at least a simple note in the language he or she knows; or

2 - Does not know - a person who never learned to read and write or who learned and forgot. Also consider as not knowing how to read and write a person who is only able to write his or her own name.

QUESTIONS 24, 25 AND 26 - FOR PERSONS WHO ATTEND SCHOOL

Consider as attending school not only those who take regular courses, but also those attending Pre-school, Adult literacy course, General education (organized or not by years or grades), College entrance exam course, Master's degree or Doctor's degree.

Consider as attending school persons who are duly registered but, on the date of reference, are temporarily unable to attend for reasons of illness, etc.

Do not consider as attending school persons who, on the date of the census, are attending only some short course "on the radio or television," for professional specialization or cultural extension, such as sewing, dancing, typing, etc.

QUESTION 24 - GRADE CURRENTLY ATTENDED

For persons who attend courses in grades/years, mark the grade/year they attend.

If the course attended is not organized by grade or year, but according to a credit system, academic periods, semesters, phases, modules, etc., these credits, periods, etc. should be converted into the traditional grades or years. Therefore, the 5th period of credits at a university is usually equivalent to the 3rd year; each phase or division of schooling generally corresponds to a grade or year in regular courses.

For persons who attend non-graded courses or who do not attend school, Box 0 - None - will be marked .

QUESTION 25 - LEVEL OF THE GRADE WHICH THE PERSON ATTENDS

Mark:

1 - First level [grades 1-8] - a person who attends a grade in the 1st level course;

2 - Second level [grades 9-11] - a person who attends a grade in the 2nd level course;

3 - Higher education - a person who attends a year or credit period in a university or other higher education course;

4 - General education organized by grades or years - First level [grades 1-8] - a person who attends a grade or phase in a general education course organized by grades or

years on the 1st level;

5 - General education organized by grades or years - Second level [grades 9-11] - a person who attends a grade or phase in a general education course on the 2nd level; or

0 - None - a person who attends a non-graded course or does not attend school.

QUESTION 26 - FOR PERSONS WHO ATTEND A NON-GRADED COURSE

Mark:

1 - Pre-school - course organized for the education of children under the age of 7, that is: *maternal*, kindergarten, literacy class (C.A.);

2 - Adult literacy course - course organized for alphabetizing persons over the age of 14, such as those ministered by specialized institutions;

3 - Non-graded general education - First level [grades 1-8] - preparatory course ministered at a school for first-level general examinations [1st-level *supletivo* or *madureza*];

4 - Non-graded general education - Second level [grades 9-11] - preparatory course ministered at a school for second-level general education examinations [2nd-level *supletivo* or *madureza*];

5 - Pre-college entrance exam course [*Pré-vestibular*] - preparatory course for entrance examinations to the university (*Exame Vestibular*).

For persons who are attending the 3rd grade or year of the 2nd level and simultaneously taking a pre-college entrance exam course, the following should be indicated in Question 24 - 3rd grade or year and, in Question 25 - Second level [grades 9-11] and in Question 26 - 0 - None;

6 - Master's degree or Doctor's degree - will be marked not only for persons who are attending a master's or doctor's degree course, but also for those preparing theses, even without attending classes, provided that these person are registered in a course of this nature; or

0 - No - for persons who attend a course by grades or years or does not attend school.

QUESTION 27 AND 28 - FOR PERSONS WHO DO NOT ATTEND SCHOOL

For persons who concluded or discontinued the course they were attending, mark, in Question 27, the last grade or year concluded in the highest level course and, in Question 28, the level of this course.

The criteria and concepts for entering the course that was concluded or interrupted are the same as those indicated for the courses attended, ministered in Questions 24 and 25. Consider recording master's degree or doctor's degree only when the person has earned the respective title or approval of thesis.

For persons who are attending or attended school and did not conclude the 1st grade of the First level [grades 1-8] or equivalent, mark - 0 - None - in Question 27 and Box 0 - None - in Question 28.

For persons who never attended school, mark Box 9 - Never attended - in Question 27, and 0 – None - in Question 28.

Only if the person is attending a course at the same level or on a level lower than one already concluded or interrupted, should there be, besides the information about the course they are attending (Questions 24, 25 and 26), information about the highest level course concluded or interrupted (Question 27 and 28).

Note - In CD 1.01, Questions 6 and 7 - Grade or Year, and Level of the Grade or Year passed.

If CD 1.02 is transcribed to CD 1.01, when the Head of the family or household is attending school (Questions 24 to 26), the grade or year to be recorded will be that prior to the one now being attended and for persons who never attended school (Question 27, Box 9), convert to Box 0 - None - in Question 6.

Example: 1) CD 1.02
Question 24 - 3rd grade or year
Question 25 - Second level [grades 9-11]

CD 1.01
Question 6 - 2nd grade or year
Question 7 - Second level [grades 9-11]

Example: 2) CD 1.02
Question 27 - Never attended
Question 28 - None

CD 1.01
Question 6 - None
Question 7 - None

The following questions will only be filled out for persons age 10 or over, that is, born before 1980.

QUESTION 29 - CLASS [ESPÉCIE] OF HIGHEST COURSE PASSED/COMPLETED

Record the class [*espécie*] of the highest level course concluded with approval by the person being enumerated. The information should be complete and pursuant to the designation in effect at the time of its conclusion in order to enable characterization of the level, the class [*espécie*] and specialization. For persons who have not concluded any course

- None - should be recorded.

To record Master's degree or Doctor's degree, one must have received approval of the thesis or a corresponding diploma.

Examples of declaration: Primary school, 1st level, Junior high school [*Ginasia*], Scientific, Normal - 2nd level, Accounting, Nursing - 1st level, Nursing - 2nd level, Electronics Technician, Civil Engineering, Dentistry, Doctor's Degree in Mathematics, Master's Degree in Nuclear Physics, etc.

QUESTION 30 - DO YOU LIVE OR HAVE YOU LIVED IN THE COMPANY OF A SPOUSE, COMMON-LAW HUSBAND OR WIFE, ETC.?

Box 1 will be marked - Yes - for persons who now live in the company of a spouse (married civilly and religiously, only civilly, only religiously, or in common-law marriage) and for those who have lived as such in the past ([now] separated, divorced or widowed).

Consider as living or having lived in the company of a spouse a person who cohabits or has cohabited with a spouse.

Box 2 - No - will be marked only for persons who have never lived in the company of a spouse. In this case, if the person is a woman, go on to Question 35 and if a man, go on to Question 45.

QUESTION 31 - IF BOX 1 - YES - WAS MARKED IN QUESTION 30, INDICATE THE MONTH AND YEAR WHEN THE FIRST MARRIAGE WAS CONTRACTED

The record will be of the month and year that the person began living in the company of the first spouse. When the number of the month is less than 10, place a zero to the left.

When the person is unable to say exactly or does not remember the month or year, mark Box **13 - Does not remember**.

QUESTION 32 - 1ST PART - IF THE PERSON LIVES IN THE COMPANY OF HIS OR HER SPOUSE OR COMMON-LAW SPOUSE, MARK THE NATURE OF THE MARRIAGE BOND

Mark:

1 - Civil and religious marriage - for persons who live in the company of a spouse to whom they are married civilly and religiously, including for those who, although having had only a religious ceremony, have valid documents pursuant to the legislation in effect;

2 - Only civil marriage - for persons who live in the company of a spouse to whom they are married only civilly;

3 - Only religious marriage - for persons who live in the company of a spouse to whom they are married only religiously, in any religion or sect; or

4 - Common-law marriage - for persons who live in the company of a spouse without having carried out a civil or religious marriage with this spouse.

QUESTION 33 - IF THE PERSON DOES NOT LIVE IN THE COMPANY OF A SPOUSE OR COMMON-LAW SPOUSE, MARK IF HE OR SHE IS.

5 - Separated - a married person (married civilly, civilly and religiously, or only religiously) who has separated without a legal separation or a ratified divorce and does not live in the company of another spouse;

6 - Legally separated [*desquitado*] - a person whose separation has been ratified by a legal decision and does not live in the company of a spouse;

7 - Divorced - a person who has had this marital status ratified by a legal decision and does not live in the company of a spouse; or

8 - Widow or widower - a person whose spouse has died and who was united to this person by marriage (civil, civil and religious, or only religious) or by a common-law marriage, and does not live in the company of another spouse.

QUESTION 34 - INDICATE THE MONTH AND YEAR WHEN THE CURRENT CONJUGAL STATE BEGAN

For persons who marked one of the boxes in Question 32, the month and year when the person began living with the current spouse will be recorded.

For persons who marked one of the boxes of Question 33, record the month and year when the indicated situation began.

When the number of the month is less than 10, complete with a zero to the left.

When the person is unable to say exactly or does not remember the month or year, mark Box 13 - Does not remember.

Questions 35 to 44 will be filled out only for the women.

When the number of sons or daughters is expressed with a single digit, complete with a zero to the left.

If the person has children of only one sex, mark the field corresponding to the other sex with two zeros (00).

QUESTION 35/36 - CHILDREN HAD WHO LIVE IN THE HOUSEHOLDD

Record, according to sex, the number of sons and daughters who live in the household.

When there are no children of the respondent who live in the household, mark Box 7 - Does not have.

QUESTION 37/38 - CHILDREN OF THE RESPONDENT WHO LIVE IN ANOTHER

HOUSEHOLD

Record, according to sex, the number of respondent's children who are alive but not living in the household.

When the person does not have children living in another household, mark Box 7 - Does not have - and if she does not know at least one of the sexes, mark Box 8 - Does not know.

QUESTION 39/40 - RESPONDENT'S CHILDREN BORN ALIVE BUT WHO HAVE SINCE DIED

Record, according to sex, the number of the enumerated woman's children born alive who have since died.

Do not fail to include children who died during the first hours of life.

When there are no children born alive who have since died, mark Box 7 - Does not have - and if the enumerated woman does not know at least one of the sexes, mark Box 8 - Does not know.

QUESTION 41/42 - STILLBORN CHILDREN

Record, according to sex, the number of stillborn children had.

Only consider as a stillborn child one resulting from a pregnancy of at least seven (7) months who, after separation from the mother's body, showed no signs of life, such as breathing, heartbeat, pulsation of the umbilical cord, etc.

Do not include fetal deaths (abortions, miscarriages, etc.) occurred to fetuses with less than seven (7) months of pregnancy, that is, 28 weeks.

Note that a child born alive but which died during the first hours of life should be recorded as born alive.

When there have been no stillborn children, mark Box 7 - Did not have, and if the enumerated woman does not know at least one of the sexes, mark Box 8 - Does not know.

QUESTION 43/44 - SEX, AND MONTH AND YEAR OF BIRTH OF THE LAST CHILD BORN ALIVE

If the woman had one or more children born alive, record the month and the year of birth of the last child, according to sex. If the enumerated woman does not know the month and/or year of birth, record 20 in the field referring to the month, and the presumed age in the Year field.

If the number of the month is less than 10, complete with a zero to the left. Record only tens in the Year field.

Example: year of 1985, record 85.

If the person had no children born alive, mark Box 7 - Does not have.

QUESTION 45 - WORKED DURING ALL OR SOME OF THE LAST 12 MONTHS (9/1/1989 TO 8/31/1990)

This question is intended to identify whether the person worked during the last 12 months, that is, between September 1, 1989 and August 31, 1990.

Persons will be considered as having worked if, during the entire last 12 months or part thereof, they exercised remunerated work paid in monetary values or in products or merchandise, including workers on paid leave (determined by the Federal Health Service (INAMPS)), scholarship grant, pregnancy allowance, breast feeding allowance, etc. and those without remuneration who worked regularly at least 15 hours per week in an economic activity helping a person with whom he or she lived or cooperating with charitable, social, or cooperative institutions or as a trainee, apprentice, etc.

For persons who worked, mark:

1 - Regularly - persons who exercised a remunerated occupation, even if only for a few hours per day, per week or per month as a salaried or self-employed worker or as an employer, or non-remunerated persons who worked regularly at least 15 hours per week.

According to these criteria, the following people are included in this category:

- a) Persons who exercised seasonal or intermittent work in the last 12 months, as is the case of persons who are contracted during certain periods for agricultural activity (planting, harvesting, cutting, etc.), for an activity involving plant extraction (pickers, cutters, breakers, etc.) or mineral extraction (gold miner, diver) who worked only during certain periods for climactic reasons, such as the rainy season, high water season on the rivers, etc.;
- b) Workers such as plumbers, gas workers, stone masons, house painters, upholsterers, seamstresses, manicures, etc. who exercise one or multiple unestablished trades and who do not work all the time, but who have a place where they can be found or receive a message when their work is needed;
- c) Religious who exercised some productive work, such as education, nursing, social work, religious services, etc.;
- d) Soldiers convoked for military service;
- e) Women who worked during the last 12 months even if, at the end of the period, have ceased working due to marriage or childbirth; or
- f) Persons who worked part of the year preceding the date of the census but ceased to work due to retirement, whether or not they currently exercise an economic activity.

2 - Worked occasionally - persons who exercised only remunerated work for a certain

period, without being able to continue due to any of a number of situations, such as:

- a) Students during vacation periods;
- b) Lack of job opportunities - for persons who only work in industrial establishments or clothing factories during periods of heavy production;
- c) In commercial or service establishments for periodic events such as religious celebrations (Christmas, pilgrimages, etc.), Mardi Gras, or other tourist occasions; or
- d) For not wanting to work or for lack of opportunity, better known as "jack-of-all-trades" or persons who do "odd jobs."

3 - Did not work - persons who, between September 1, 1989, and August 31, 1990, was only looking for work, exercising domestic tasks at their own home, studying, living on earnings, on capital investments, on retirement, on pension left by another person, on alimony, being sick or invalid without being on leave from a job, or who did not work for having given up looking, for lack of success.

The following will also be included as not worked:

- a) Persons not remunerated who worked regularly for less than 15 hours per week;
- b) Religious who are dedicated exclusively to study or meditation; or
- c) Prisoners serving sentence, even if they exercised a productive activity in the prison.

If Box 3 - Did not work - was marked, go on to Question 58.

QUESTION 46 - WHAT OCCUPATION, PROFESSION, POSITION, FUNCTION, ETC. THE PERSON REGULARLY EXERCISED DURING THE LAST 12 MONTHS OR DURING PART THEM

This entry will be for the usual occupation that the enumerated person exercised between 9/1/1989 and 8/31/1990.

Usual occupation is considered that exercised during most of the referred period.

When a person has changed occupations and intends this change to be permanent, the occupation he or she exercised last will be recorded, regardless of the time spent on each during this period. Included in this case are persons who changed occupations or functions due to promotion or change in career, such as:

1st case - A farm worker who emigrated to the city and went to work as a hod carrier in the construction of a building;

2nd case - A billing clerk in an industrial company who was promoted to Accounting Technician;

3rd case - An office helper at a bank who was promoted to the position of cashier.

When the person has changed occupations, but the change is transitory due to circumstantial or seasonal factors, the usual occupation will be entered and not the transitory occupation, such as:

1st case - For a farm worker who, during the time between planting and harvesting, worked in a village as a stone mason, woodcutter, etc., record, as the case may be, Hoe worker, Cotton picker, etc.;

2nd case - For a farm worker who, during certain periods, works at a machine at a sugar plant, etc., the occupation of farm worker will be recorded;

3rd case - For a driver who, unable to work in his profession, is exercising some other occupation until he is again able to work as a driver, the occupation of Driver will be recorded;

4th case - For a specialized worker who, when unable to find a placement in his or her profession, is exercising another occupation, will be recorded, as the case may be: Welder, Cabinet maker, Weaver, etc.

When the person simultaneously exercises different occupations, the main occupation should be recorded.

Main occupation is considered that which occupies the greatest number of the person's hours per week or, if this number is the same, that which provides the highest income, such as:

	Occupation	Hours	Income Cr\$
Main	Teacher	24	1,200.00
Secondary	Doctor	12	3,000.00
Main	Journalist	21	4,000.00
Secondary	Lawyer	21	2,000.00

For persons on vacation or on leave, even if they were exercising another occupation, the usual occupation will be recorded and not that exercised temporarily during vacation or leave.

Occupation should not be confused with professional specialization. For example, for a commercial director with a degree in economics, or a high school teacher with a degree in medicine, the entries will be, respectively: Commercial director and High school teacher.

Vague or generic answers which do not correctly characterize the person's occupation must not be recorded.

EXAMPLES ON PAGE 77 OF THE ORIGINAL DOCUMENT NOT TRANSLATED

CONTINUING ON PAGE 77 OF ORIGINAL DOCUMENT

For employees and for persons who are Self-employed or Without remuneration, the occupation, profession, position, function, etc., which they exercised will be recorded.

If the person is engaged in farming, either individually or only with the help of a resident of the household who is not paid for the work, record respectively Field hand or Animal raiser.

If the person has a commercial establishment, individually or only with the help of a non-remunerated person, record Commercial businessman.

Liberal professionals (Doctors, Dentists, Lawyers, Engineers, etc.), who employ up to 2 attendants or nurses in their offices should record their profession.

For Employers (partners [sócios] or tenants) who are owners of establishments, firms or companies where they work (condition of being owner and employer), the entry should indicate this condition, such as Ranch owner, Chicken-farm owner, Owner of industry, Store owner, Barbershop owner, Clinic owner, Transportation company owner, etc.

Below are some examples to better clarify these situations:

Situation	Correct entry
Barbershop employee	Barber
Barber, barbershop owner, working only with the help of a non-remunerated son or daughter	Barber
Barber, working with his father without receiving remuneration	Barber
Barber, barbershop owner working with the help of employees	Barbershop owner

QUESTION 47 - SECTOR OR FIELD AREA OF ACTIVITY, BUSINESS, ORGANIZATION, INSTITUTION, ETC. IN WHICH THE RESPONDENT EXERCISED THE OCCUPATION DECLARED IN QUESTION 46

This question is aimed at determining the objective or field of business of the organization, company or firm to which the enumerated person is related, or the nature of the activity exercised by self-employed persons.

In most cases, the class of activity is not directly related to the occupation. Therefore, a driver may exercise his or her occupation in Highway freight transportation (driver for a transportation company), or at a Textile company (driver for a cloth factory); a doorman may exercise his occupation in Hotel services (hotel doorman) or in the Entertainment industry (doorman at a movie theater); a medical doctor may exercise her occupation for the Federal Health Department (doctor at INAMPS) or at a Private medical service, (doctor at a private

hospital or a private office), or at a Steel company (doctor at the Volta Redonda Steel Plant), etc.

In farming establishments (crops or animals), record the main crop or animal at the establishment.

Generic answers should be avoided which do not facilitate correct characterization of the activity of the establishment or business of the workers being enumerated, such as Agriculture, Commerce, Industry, Public service, etc.

For orientation, a list of the most common activities is presented below, containing countless occupations that are exercised. It should be made clear that the entry does not have to be one of the expressions on the list; it should characterize the activity of the organization where the occupation is exercised.

ACTIVITY LIST ON PP. 79-82 OF ORIGINAL DOCUMENT NOT TRANSLATED

*****BEGINNING P. 82 OF ORIGINAL DOCUMENT*****

QUESTION 48 - TYPE OF ESTABLISHMENT, BUSINESS, INSTITUTION, ETC. WHERE THE OCCUPATION DECLARED IN QUESTION 46 WAS EXERCISED

This item has the purpose of characterizing the type of establishment, business, institution, etc., where the occupation declared in Question 46 is exercised.

When the declared occupation is exercised at more than one establishment, business, institution, etc., the place where the person usually occupies the greatest number of hours per week will be recorded; if the number is the same, record the occupation that provides the highest income.

EXAMPLES ON PP. 83 AND 84 NOT TRANSLATED

****BEGINNING ON P. 85 OF ORIGINAL DOCUMENT*****

QUESTION 49 - RELATIONSHIP OF WORK OR THE POSITION OF THE OCCUPATION IN THE ESTABLISHMENT, BUSINESS, INSTITUTION, ETC., DECLARED IN QUESTION 48

This item investigates the position occupied by the person or the labor relationship.

Mark:

1 - Migrant farm worker - a person without a steady job who works in one or more establishments for farming, cattle raising or plant extraction paid by the task, day or hour, who offers his or her services directly to the person responsible for the establishment, receiving payment for such work, or when contracted or recruited by a middleman, receiving the payment from this latter.

Depending on the region, migrant workers are also known as Illegals, *Bóias-frias*, *Calungas*, *Turmeiros*, etc.;

Sharecropper [*parceiro ou meeiro*] - a person who is engaged in or exercises an economic activity (farming, cattle raising, plant extraction, fishing or gold mining) and receives part of the production for the work or pays part of the production for the use of the land, boat or per section of gold mining. According to the [degree of] autonomy, mark:

2 Sharecropper [*parceiro ou meeiro*] - Employed - for persons, helped or not by another, non-remunerated, resident of the household who do not have autonomy regarding the person who has assigned the partnership (may only plant what has been determined);

3 - Sharecropper [*parceiro ou meeiro*]- Self-employed - for persons helped or not by another, non-remunerated, resident of the household, and has autonomy in the relation to the person who has assigned the partnership (may plant whatever he or she considers most convenient);

NOTE: consider as an EMPLOYER a sharecropper [*parceiro ou meeiro*] who works with the help of employees.

Domestic worker - a person who does remunerated domestic work at the home of an employer. As the case may be, mark:

4 - Domestic worker - Employee - for persons who do daily domestic work for a single employer, whether or not he or she sleeps at the employer's house, usually paid monthly, as is the case of a cook, housemaid, nursemaid, etc.;

5 - Domestic worker - Self-employed - for persons who do remunerated domestic work usually for more than one employer, not working every day and generally being paid for the days actually worked, is as the case of cleaning women, laundresses, ironing women, maids paid by the day, etc.;

6 - Employee in the private sector - for persons who work for a company, firm, business, institution, etc., limited liability company, corporation, quota company, open capital company, etc. Note that companies whose main shareholder is the government (federal, state or municipal) are not considered private companies;

Employee of the public sector - a person who works for an organ or company of direct public administration, autonomous government agency, foundation, or public company of mixed ownership of which the government is the single or main shareholder. As the case may be, mark:

7 - Public employee - for persons who work for the government, in direct administration, an autonomous government agency or a foundation under the Statute of Public Employees or the Labor Code (CLT). Included in this case are teachers, physicians, nurses, policemen and firemen who work in the public school, health or security system as well as employees in technical, bureaucratic and manual occupations who work in ministries, state or municipal departments, or autonomous government agencies and foundations, such as the Brazilian Census Office (IBGE), FUNABEM, etc.;

8 - Employee of the public sector - in a government-owned company - for persons who work in a public company or company of joint public and private ownership whose employment bond is usually governed by the CLT and in some cases may also be governed by the Statute of Public Employees, such as *Banco do Brasil, Banco do Estado, Banco da Amazônia, Companhia Vale do Rio Doce, ELETROBRÁS, EMBRAER, PETROBRAS, Rede Ferroviária Federal (RFFSA), SERPRO*, etc.;

9 - Self-employed - for persons who work individually or with the help of a non-remunerated resident of the household;

10 - Employer - for persons who are engaged in an economic activity with the help of one or more employees; and

11 - Without remuneration - a person who exercises an economic activity without remuneration and works at least 15 hours per week helping a member of the household or who helps a religious or charitable institution.

Note: Priests, Church Ministers, Rabbis, Friars and Nuns will be considered employees when they receive monetary remuneration. If they receive only benefits, they will be classified as WITHOUT REMUNERATION.

QUESTION 50 - DO YOU HAVE A SIGNED LABOR CONTRACT?

This question inquires as to whether the person has a signed labor contract or not.

Mark:

1 - Yes - for persons employed under the Labor Code (CLT) with a labor contract signed by the current employer;

2 - Does not know - for persons employed under the Labor Code (CLT) who do not know whether or not they have a legal labor contract signed by the current employer;

3 - Does not have - for employed persons governed by the Statute of Public Employees or by for the Labor Code (CLT) who do not have a labor contract signed by the current employer or do not have an employment relationship; and

4 - Is not employed - for persons who exercise their occupation without being employed.

QUESTION 51 - HOW MANY PERSONS WORK IN THE ESTABLISHMENT, BUSINESS, INSTITUTION, ETC. DECLARED IN QUESTION 48

Depending on the labor relationship or the position of the occupation exercised, consider:

Employee - a person who exercises an economic activity or works in an establishment, business, institution, office, etc. where other persons may also work as employees, including the enumerated person, if this latter is classified as an employee. Persons who do domestic work should not be included in this group.

Employer - a person who is engaged in an economic activity with the help of one or more employees. In the case of an employer, the code corresponding to the number of employees in the establishment will be marked.

Mark:

1 - For persons who work in establishments that have 1 or 2 employees;

2 - For persons who work in establishments that have 3 or 4 employees;

3 - For persons who work in establishments that have 5 to 9 employees;

4 - For persons who work in establishments that have 10 or more employees;

5 - Works alone - for persons who exercise their activities without the help of any other person. Do not consider a person who carries out domestic work in this category;

6 - With one or one partners [sócios] or non-remunerated persons - for persons who exercise their work only with the help of a partner [socio] and/or of non-remunerated persons; or persons who exercise an activity without remuneration, working or not with other persons considered as non-remunerated;

7 - Domestic worker - for persons who exercise a domestic occupation, regardless of the number of persons who also do domestic work at the same place; or

8 - Does not know - for persons who do not know how many persons work in the establishment or business and/or the labor relationship they have.

NOTE: For persons who carry out an economic activity in an establishment that has more than one type of labor relationship (employees and non-remunerated) the record should be in reference to the number of employees who work there.

QUESTION 52 - WORKPLACE WHERE THE OCCUPATION DECLARED IN QUESTION 46 IS EXERCISED

Mark:

1 - In the household - without an exclusive place - for persons who exercise their occupation in manufacturing, selling objects or rendering services in their own household without having a place reserved exclusively for this purpose, such as seamstresses, manicures, hairdressers, liberal professionals, etc., who use their own living room or dining room, a bedroom, a kitchen, etc., to exercise their occupation. Domestic employees who sleep in their employer's homes are not included in this case.

2 - In the household - with an exclusive place - for persons who exercise their occupation in manufacturing, selling objects or rendering services in their own household in an exclusive place for this purpose. Include persons who exercise their occupation a non-household unit separated by walls or floors and that have direct access or communication with their household, even if there is also independent access.

Example: a liberal professional who has an office in her house reserved exclusively for this purpose; craftsmen such as carpenters, mechanics and others who exercise their work in a workshop, garage, etc., adapted in the backyard; manufacturers, commercial traders, hairdressers, bar owners, etc. who use a non-residential unit - a store, ground floor, etc. - with direct connection to the household;

3 - Public thoroughfare with heavy equipment - for persons who exercise their occupation without being related to an establishment, company, institution, etc. working on public streets, either as owners or employees, using heavy equipment such as trucks, utility vehicles, taxis, farm wagons, newspaper stands, etc.;

4 - Public thoroughfare - with light equipment or without equipment - for persons who exercise their occupation without being related to an establishment, business, institution, etc. working on a public thoroughfare, whether an owner or employee, using light equipment or without equipment, such as a stand, cart, table, tools, etc.

Example: street market vendors, popcorn man, ice-cream seller, automobile guards, etc.;

5 - Farming and cattle raising property - a person who exercises his or her occupation in a farming or animal-raising establishment or for plant or mineral extraction;

6 - Company or firm - for persons who exercise their occupation for a company, business, institution, etc., such as a bank, factory, school, etc. Persons who work for an establishment and perform their work in households or on public streets are included in this category, for example: machinery or equipment technicians (authorized technical services), mailmen, garbage collectors, etc.;

7 - At the homes of clients or employers - for persons who exercise their occupation at the home of clients or employers, such as maids or self-employed workers such as plumbers, manicures, television technicians or those who participate in an economic activity carried out by their employer or partner [*sócio*] in this latter's household; or

8 - Other - for persons who exercise their work at non-enumerated places, such as self-employed fishermen, crab catchers, etc.

QUESTION 53 - DO YOU CONTRIBUTE TO PUBLIC SOCIAL SECURITY?

Mark:

1 - Yes - for persons who contribute to a federal, state or municipal social security institute, such as IAPAS, INPS, INAMPS, IPASE, SASSE, etc., including members of the police or auxiliary military forces);

2 - Does not know - for persons who do not know whether or not they contribute to a public social security institute; or

3 - Is not - for persons who are not contributors to any social security institute. Also mark IS NOT for persons who are only contributors to private social security and for military members of the army, navy or air force.

QUESTION 54/55 – HOURS REGULARLY WORKED PER WEEK

The time worked per week will be entered in whole hours, considering thirty minutes or more as one hour and disregarding periods of less than 30 minutes (e.g., 40 hours and 30 minutes will be recorded as 41 hours; 35 hours and 20 minutes will be recorded as 35 hours).

Compute time spent away from the workplace on tasks related to the occupation. For example, the time a teacher spends at home preparing classes or correcting exercises or tests.

Hours worked in the occupation referred to in Question 46 - Record the number of hours worked per week in the occupation declared in Question 46.

When a person exercises the occupation declared in Question 30 at more than one establishment, business, institution, etc., the sum total of the hours regularly worked at all these establishments, businesses, etc. will be recorded.

Hours worked in other occupations - When the person exercises only the occupation declared in Question 46, record 00. When he or she exercises one or more additional occupations besides that declared in Question 46, record the number of hours worked per week in the other occupation(s).

Examples:

1st case - A medical doctor who works 30 hours per week at the Federal Health Service (INAMPS) and 20 hours per week at a private office, record:

In the occupation in Question 46 - 50 hours
In other occupations - 00

2nd case - A medical doctor who works 30 hours per week at the Federal Health Service (INAMPS) and 10 hours per week as a college professor.

In the occupation in Question 46 - 30 hours
In other occupations – 10 hours

QUESTION 56 - GROSS INCOME FOR THE MONTH OF AUGUST, 1990, FROM THE OCCUPATION DECLARED IN QUESTION 46

For Employees (including migrant farm workers), the gross remuneration (including fixed and variable parts) will be recorded, including the amount of withholding tax, social security contributions, labor union fees, etc., received during the month of August, 1990. If the person did not work during the August, 1990, record the gross income for the last month worked.

Do not compute the 13th-month wage nor shares in profits received by employees, even when paid in the form of monthly wages (14th, 15th, 16th month, etc.). Amounts received from other benefits or advantages earned will also not be computed, such as meal tickets, bus tickets, etc.

For Employers who receive a fixed part of a company's earnings taken out monthly, this amount will be recorded. When Employers receive a variable part, with inflation correction, the amounts received during the last 12 months (profits, representation allowances, etc.) will be recorded in such a way that the average to be calculated represents the amount updated to August. For those who did not work during the month of August, the average updated amount for the last month worked should be recorded.

For Self-employed persons, the income received as fees from the free exercise of a liberal profession, services, representation, brokerage, individual profits, contracts or agreements of any nature, as well as remuneration for any other permanent self-employed or occasional work, must be corrected for monthly inflation in such a way that the calculated average represents the amount updated to the last month worked. Usual and normal expenses necessary for the exercise of the activity should be deducted.

For persons who have no income, mark Box 0 - Does not have.

When income is declared, record, in the No. of Digits field, the number of digits that comprise the amount of income declared.

NOTE - Answers to all questions on income will be recorded in Cruzeiros.

QUESTION 57 - GROSS INCOME FOR THE MONTH AUGUST, 1990, FROM ONE OR MORE OTHER OCCUPATION(S)

This question refers to the gross monthly income received from other occupation(s) that the person exercises concurrently with the occupation declared in Question 46.

The criteria for recording are the same as those set forth in Question 56.

QUESTION 58 - IF, IN QUESTION 45, THE PERSON MARKED DID NOT WORK, INDICATE HIS OR HER SITUATION OR OCCUPATION, ACCORDING TO THE SPECIFIED NUMBERED ORDER. IF THE PERSON WORKED, DO NOT FILL OUT THIS QUESTION, AND GO ON TO QUESTION 59

When, in Question 45, the answer was Did Not Work, one of the Boxes from 1 to 0 should be marked, as the case may be.

If the person is classified into more than one of the listed situations, the first in the order established will be marked.

Consider:

1 - Looking for work - Already worked - a person who had worked before 9/1/1989, is willing to work, and has taken some measure in the last 2 months to find work, specifically:

made contact with employers, employment agencies, labor unions or the like; asked relatives, friends or colleagues; looked for a job in want ads, etc.; this category includes those who have found work and are waiting to be called or who have signed up for a selection process;

2 - Looking for work - Never worked - a person who never worked but is willing to work and who, in the last 2 months, took at least one of the measures described in the preceding item;

3 - Retired - a person who lives on income deriving from work exercised in the past (retired, etc.). Do not consider as retired a person who has worked part of the period of reference;

4 - Pensioner - a person who lives on income from a pension fund or institute. Do not consider a person who lives only on alimony as a pensioner;

5 - Lives on earnings - a person who lives only on earnings arising from use of capital or property of which he or she has *usus fructus*, such as rent from real estate, movable items, etc., interest from stocks and bonds, dividends, etc.;

6. Prisoner - serving sentence, even if he or she exercises an occupation in the prison;

7. Student - a person who did not work nor looked for work, does not live on earnings, nor was a prisoner, and was attending some course among those listed in Questions 25 or 26;

8. Sick or invalid - a person who cannot work due to illness or permanent disability, but is not on leave from work, retired, living on earnings, in prison or a student;

9. Domestic chores - a person who only works caring for the house where he or she lives and is not remunerated.

A person who regularly carries out domestic chores but who helps a person with whom he or she lives (even without remuneration) in an economic activity (cutting sugar cane, clearing land, harvesting, etc.) will be considered as having worked; or

0 - No occupation - a person who does not want to work or who, although desiring to work, stopped looking because he or she failed to find any job and does not fit into any of the above categories.

QUESTION 59 - MARK WHETHER THE PERSON IS RETIRED AND/OR A PENSIONER

Mark:

0 - Is not - a person who is neither retired nor receives a pension paid by a pension fund or institute;

1 - Retired - a person who, in the month of August, 1990, received wages resulting from retirement, etc.;

2 - Pensioner - a person who, in the month of August, 1990, received a pension left by a person of whom he or she was a beneficiary, paid by a social security institute or pension fund (of the army, navy, air force, or police forces); or

3 - Retired and pensioner - a person who, in the month of August, 1990, received amounts from both retirement and pension.

QUESTION 60 - GROSS MONTHLY INCOME FOR THE MONTH OF AUGUST, 1990, RESULTING FROM RETIREMENT AND/OR PENSION

For persons who receive retirement or pension, record the amount referring to the month of August, 1990. For a person who, besides retirement, receives a pension left by a person of which he or she was a beneficiary, record the total of the amounts received.

The criteria for recording are the same as those set forth in Question 56.

QUESTION 61 - GROSS INCOME FROM THE MONTH OF AUGUST, 1990, OR MONTHLY AVERAGE FROM OTHER INCOME THAT CANNOT BE CLASSIFIED INTO ANY OF THE CATEGORIES LISTED ABOVE - RENTALS, LEASING, DONATIONS, USE OF CAPITAL, ETC.

Record:

I - The fixed income earned in the month of August, 1990, deriving from:

- a) Renting or sub-renting, leasing or subleasing, sale of right to use of real estate (house, apartment, land, pasture, winter pasture, factory, store, etc.), vehicle, machine or other movable property. Maintenance, collection and condominium expenses should be deducted from the income, as well as taxes and fees levied directly on the property through which the income was obtained (property tax, trash collection fee, etc.).

In this question, do not consider income deriving from the business where the person works, rentals of vehicles, machines, real estate, etc. This income will be recorded in Question 56 or 57, as the case may be (income from work).

- b) Family salary;
- c) Alimony (spontaneous or legally demanded);
- d) Longevity bonus (*pé-na-cova*).

Additional wage or pension deriving from private funds (PREVI, PETROS, ITAUBANCO, SIAS, etc.); and

Amounts regularly received from donations or allowance without corresponding work having been exercised, deriving from a non-resident of the household being surveyed.

The rent or monthly installment normally paid by a non-resident of the household should be considered as a donation, provided the household is not ceded. Allowances or donations deriving from a resident of the household being enumerated will not be included in questions on income.

II - The average of the last 12 months, corrected for inflation, for income deriving from:

- a) Profits earned by an owner or partner [*sócio*] of limited liability companies when, due to the ownership of shares, said profits are distributed in the form of dividends or more shares; and
- b) Earnings derived from investments in savings accounts, exchange bonds, real-estate bonds, stocks and public debt securities, fixed-maturation deposits, debentures, shares, etc., in the form of interest, monetary correction, discounts, premiums, etc.

The criteria for recording are the same as those set forth in Question 56

NOTE - On CD 1.01 - Basic Questionnaire, Question 8 - Gross Monthly Income of the Head of the Household

Record the sum total of all income described in Questions 56, 57, 60 and 61, from CD 1.02 - Sample Questionnaire - corresponding to the Head of the household.