

Republic of Colombia
 National Administrative Department of Statistics
 Thirteenth Population Census
 Second Housing Census
 1964

By legal decree, the information in this form is confidential.

CODES: [for official use] Ticket Number: ___

A B C D

E F G H

A--Geographic location

[There is a box labeled "Code" along items 1-11, except 5]

I- Department, Administration, or Precinct

II- Municipality

III- Administrative unit

Judicial Precinct

IV- Administrative section

Hamlet

V-

Urban Area

Rural

VI- Zone number

VII- Sector

VIII- Section

IX- Block

X- Address of the building

XI- Apartment number

B--Population

I. General Characteristics

Number of the person

1 Number of the family

2 First and Last Names

Write the names and last name of the head of household and of all of the people who spent the night in the household the night before the census, without omitting newborn babies. Write them in the following order: Head of household, wife, unmarried children, married children and their families, other relatives, guests, renters, servants, others. If it is a group of unrelated persons, write the head of household first and then the other persons.

3 Code Relationship with the head of household

Write the head of household first, then, according to the case, wife, child, grandchild, uncle, guest, renter, servant, child of the servant, etc.

4 Sex

Write accordingly, man or woman

5 Age

Write the age in full years. For children younger than one year, write the months as 0/12, 1/12, 2/12, 11/12, etc.

6 Marital Status Code

Write accordingly, single, married, consensual union, separated, widow.

7 Place of Birth Code

For those born in Colombia, write the name of the municipality and the first three letters of the Department or Territory. For those born outside of Colombia, write the country of birth.

Migration**8 Time**

For those born in other municipalities, write the length of time spent in the current place. If it is less than one year, write the months. Examples, 0/12, 3/12, 7/12, 11/12, etc. For those who were born in the municipality where they are registered, write the word 'always'.

9 Origin

Write the name of the municipality of residency immediately prior and the first three letters of the department or territory for those who were born in other municipalities. For example: --Anori--Ant.; Cali--Val. If they were born in the municipality where they are enumerated, make a horizontal line.

10 Zone

If the person is originally from the Department capital, write "Yes". If not, write "No".

II Educational Characteristics

11 Literacy

Write "Yes" for those who know how to read and write. If not, write "No".

Level of Education**12 Schooling**

Write as applicable: Elementary, Secondary, Commercial Technical Schooling, Artistic Technical Schooling, Nursing, Industrial Technical Schooling, Agricultural Technical Schooling, University, Schooling for the *Magisterio* [elementary and secondary teaching]

13 Year

Write the highest educational year completed in column 12.

14 Professional degree

Write the title or degree received by the person at the end of their education. Examples: Doctor, Mining Engineer, Accountant, Radio Technician, Nurse, Electrician, Lawyer, etc.

III Economic Characteristics

Paid Activity**Background**

15 Do you currently have paid employment? Write "Yes" or "No".

16 If you do not currently have paid employment, have you looked for work in the previous month? Write "Yes" or "No".

Length

17 Write the number of months that you have had paid employment in the year preceding the census.

18 Write the number of days that you had paid employment in the month preceding the census. If the person did not work in the previous month, write "0".

19 Occupation or condition of unemployment

Write the occupation or usual employment of the person. Examples: Farmer, doctor, carpenter, accountant, manual laborer, servant, etc. If the person does not work, write the unemployment condition: renter, pensioner, disabled, elderly, household domestic duties, student, etc. For those who are unemployed, write their last paid occupation.

Characteristics of paid employment.

20 Place of employment Write the principal activity of the industry where the person works. Examples: shoe factory, carpentry shop, clothing shop, agricultural farm, store, road construction, transportation, etc. For those who are unemployed, write the activity of their last employment.

21 Work Category. Write according as applicable:

Owner: When the person pays employees or workers out of his own funds.

Own-Account worker: When the person works for himself/herself without employees or workers.

Family helper: When he/she helps the head of family or a relative [with] payment.

Professional/white collar worker: When the work involves office work, control, or security.

Manual laborer/blue collar worker: When the work is manual.

C--Building

Characteristics of the building. This section should be completed by the census-taker who took the census on the whole building. If a multi-level building requires numerous census takers, the census taker for the first floor should complete this section.

1 Building number ____

2 Uses ____

3 Total number of floors ____

4 Total number of floors assigned to the census taker ____

5 Predominant construction material of the building:

a) floors ____

b) walls ____

c) roof ____

D--Housing

1 Type of dwelling. Write as applicable: Independent house, apartment, flat, tent, garage, etc.

2 Unoccupied housing. If the housing is unoccupied, write a "+".

3 Family. Number of the family, as noted in the population census.

4 Rooms. Write the number of rooms in the housing, excluding the kitchen and bathroom.

Kitchen. Write a "+" in the column that applies.

- 5 For exclusive use of the family.
- 6 For the use of two or more families.
- 7 No kitchen.

Water. Write a "+" in the column that applies.

- 8 Inside the household
- 9 Outside the household, but inside the building.
- 10 No water service.

Bathroom. Write a "+" in the column that applies.

- 11 For the exclusive use of the family.
- 12 For the use of two or more families.
- 13 No bathroom service.

Toilet. Write a "+" in the column that applies.

- 14 For the exclusive use of the family.
- 15 For the use of two or more families.
- 16 No toilet.

17. Latrine only

With only latrine. Write a "+".

18. Electricity

If the housing has electricity, write "Yes". If not, write "No".

19. Radio

If the family has a radio, write "Yes". If not, write "No".

20. Television

If the family has a television, write "Yes". If not, write "No".

Household Ownership. Write a "+" in the column that applies.

- 21 Owned
- 22 Rented
- 23 Other form of possession.

Family Industry

24 Name of the principal product that the family prepares for sale or destined for another establishment. **Destination of the product.**

- 25 For sale by the household.
- 26 Destined for another establishment.

Codes

Observations: _____

Instructions:

Census taker:

In this census form, you should write the information about the persons who spent the night in the household the previous night. Do not forget to note the children, whatever their age.

Census family. When you arrive at the place where you will take the census (building, apartment, flat) you should first determine the number of families that live there and then register the information for each of the families on the census form.

"Census family" is understood to be the group of persons who share the same home and food, forming a family unit. The "census family" can have the following members: the person considered Head, the wife, the married children with their spouses and children, other relatives, guests, and servants.

Persons who live alone in the household and renters who do not share the food with other groups should be considered as separate family groups comprised of one or more persons.

Non-family groups. The persons who live in a community of non-relatives, such as military, hospitals, institutions, schools, convents, etc., should be considered as non-family groups. When you take the census of these groups, you should write the name of the Head or Director of the group and then the rest of the persons according to their category. It is important to note that within non-relative groups there might be family groups and these should be listed separately; this is the case of the family of the rector of a school, the family of the gardener of a convent, the family of the administrator of a hotel, etc.

"Head of the census family". The Head of the census family is the person recognized as such by the family.

The Head should be the first person on the list of the persons who form the census family or the non-family groups.

In the following cases, the Head could be:

- a) The father of the family in groups that form a census family; in his absence, his wife would take this place, and in the absence of both, the eldest son, the eldest daughter, or as a last resort, a relative who represents the family and lives with the family.
- b) The person who lives alone, when this is the only person living in the household, or the renter who does not share food with any group of persons. You should not consider as Head the [female] servant of the family who has one or more of her children living with the family because she and her children are part of the census family.
- c) In the case of groups of students or non-related persons living in the household, any one of them can be listed as Head.

Sections and Columns in the Form

Section A--Geographic location

Write all of the information that refer to the location of the census information on the top of the form, do not leave out the number of the form, the date, or the signature.

Section B--Population

Column 1. Write 1 for the first family that is on the census, for the second write 2, and continue for the rest.

Column 2. Write the names and last names of all of the people, starting with the head of household, and continuing in the order shown.

Column 3. Write the relationship that each has to the head of household

Column 4. Write accordingly, man or woman

Column 5. Write the age in full years. For children younger than one year, write the age in twelfths (See the instructions in the Census Manual).

Column 6. Write the current civil status of each person: single, married, consensual union, separated, widow, as applies.

Column 7. Write name of the Municipality where each person was born.

Column 8. For those born in other municipalities, write the length of time spent in the current place. If it is less than one year, write the time in twelfths. For those who were born in the municipality where they are registered, write the word "always".

Column 9. Write the name of the municipality of residency immediately prior and the first three letters of the department, intendancy, or territory for those who were born in other municipalities. If they were born in the municipality where they are enumerated, make a horizontal line.

Column 10. If the person is originally from the Department capital, write "Yes". If they are from the rural area of the Department, write "No".

Column 11. Write "Yes" for those who know how to read and write. If not, write "No".

Column 12. Write the name of the highest educational system that the person attended, elementary, secondary, or other.

Column 13. Write the highest educational year completed in column 12.

Column 14. If the person received a title or degree at the end of their education, write the name of the profession.

Column 15. Write "Yes" if the person currently has paid employment. If the person does not have paid employment, write "No".

Column 16. If the person who does not currently have paid employment looked for work in the

previous month write "Yes". If not, write "No".

Column 17. For people who were employed and people who were unemployed, write the number of months that the person had paid employment in the year preceding the census.

Column 18. For people who were employed and people who were unemployed, write the number of days that they had paid employment in the month preceding the census. If the person did not work in the previous month, write "0".

Column 19. In this column you will write the occupation or usual employment of the person, whether they are currently employed or unemployed. You will also write the activities for those who do usually have paid employment, like students, housewives, elderly, renters, pensioners, etc. (See the Manual for Census Takers).

Column 20. Write the principal activity of the industry where the person works, for example factory, shop, etc. For those who are unemployed, write the activity of their last employment. (See the Manual for Census Takers).

Column 21. In this column you will write the category of the persons who are employed, whether they are owners, own-Account workers, family helpers, employees or workers, according to the Manual for Census Takers.

Section C--Building.

As is indicated in the census form, Section C-Building should be completed by the census-taker in the following cases:

- a) When you are assigned one or more complete buildings
- b) When you are assigned the first floor of a multilevel building, even if others are assigned the other floors

If you are assigned floors 2, 3, 4, 5, etc. of a building but not including the first, you should not fill out this section.

Important. If you are completing Section C-Building you should complete the information on the first form that you complete in each building. If the census data of the persons in the building takes up two or more forms, it is not necessary to repeat the building data on each of them.

Definition of Building. A Building is understood to be all of the independent and separate construction including all of the walls that starting at the foundation to the roof or cover. This building can be separated from the others by a space or simply by its own walls. (See the Census-Taker Instruction Manual).

Definition of housing. The housing is the place where people housed and sleep, whether it is the people who make up the census family, a non-family group, or a person who lives alone without being part of a family or a non-family group.

The housing can be a house, an apartment, a floor in a building, an independent one-room house; it can be occupied by a family, by a single person, or by a non-family group.

Question for Section C-- Building

1. Building number. You should write the number of de building, so the first building that you visit will be building number, number 1; the second, 2; the third, 3; and continue the numeration in the same way.

On one form, the same number should not be used again on two or more buildings.

2. Uses or destinations. Write the principal use of building as applicable: housing, commerce, public offices, private offices, theater, church, etc. When there are various uses, write the most predominant first: housing-commerce, industry-housing, etc. (See the Census-Taker Instruction Manual)

3. Total number of floors. Write the total number of floors in the building. The floors are counted from the street-level and at the point where the building has the most floors.

4. Total number of floors assigned to the census taker. When you are assigned to take the census on one or more floors of a building, you should write the total number of floors on which you are assigned to take the census.

5. Predominant construction material of the building

- a) Write the predominant flooring material, such as wood, tile, brick, cement, dirt, as applicable.
- b) Write the predominant materials of the exterior walls, such as cement block, brick, adobe, wood, prefabricated, plant material like plantain leaves, discarded material, cardboard, tin, etc.
- c) Write the predominant material of the cover or roof, such as clay tile, zinc tile, cement tile, asbestos-cement tile, cement slabs, plant material like plantain leaves, discarded material, etc.

Information about the housing or home of each family listed in the census

In the section D--Housing or home, write the information about the first family that was listed in Section B--Population, and continue with the second family, third, fourth, etc.

Don't forget that after completing the information about the family in Section B--Population, of the census form, you should continue with the information about the building and then with the housing of the family (See instructions in the Census-Taker's Manual).

Column 1. Type of housing. Write as applicable: Independent house, apartment, flat, tent, garage, etc., according to the instructions in the Census taker's Manual.

Column 2. Unoccupied housing. If the housing (house, apartment, flat, etc.) is unoccupied, write a cross in the space.

Column 3. Family. Write the number of the family as noted in Section B--Population.

Column 4. Rooms. Write the number of rooms that the family has in their housing, excluding the kitchen, bathrooms, and hallways.

Kitchen

Column 5. Make a cross in this column when the kitchen is for the exclusive use of the family.

Column 6. Make a cross in this column when the kitchen is for the use of two or more families.

Column 7. Make a cross in this column if the family does not have a kitchen. If they have a kitchen, make a horizontal line in this column.

Water.

Column 8. If there is water in the housing for the family, make a cross. If not, make a horizontal line.

Column 9. If the water is not in the family housing, but it is in the building, make a cross in this column. If this is not the case, make a horizontal line.

Column 10. If there is no water service in the housing or in the building, make a cross in this column. If this is not the case, make a horizontal line.

Bathroom.

Column 11. If there is a bathroom in the housing for the exclusive use of the family, make a cross. If not, make a horizontal line.

Column 12. If the family shares a bathroom with other families, make a cross in this column. If this is not the case, make a horizontal line.

Column 13. If there is no bathroom in the housing or in the building, make a cross in this column. If this is not the case, make a horizontal line.

Toilet.

Column 14. If there is a toilet in the housing for exclusive use of the family, make a cross. If not, make a horizontal line.

Column 15. If the family shares the toilet with one or more families, make a cross in this column. If this is not the case, make a horizontal line.

Column 16. If there is no toilet in the housing or in the building, make a cross in this column. If this is not the case, make a horizontal line.

Latrine only

Column 17. If the housing for the family has only a latrine, make a cross in this column. If there is no latrine, make a horizontal line in this column.

Electricity

Column 18. If the housing has electricity, write "Yes". If not, write "No".

Radio

Column 19. If the family has a radio, write "Yes". If not, write "No".

Television

Column 20. If the family has a television in their housing, write "Yes". If not, write "No".

Household Possession.

Column 21. If the family has a title of ownership of the housing that they occupy, make a cross in this column. If not, make a horizontal line in this column.

Column 22. If the family pays rent for the housing that they occupy, make a cross in this column. If not, make a horizontal line in this column.

Column 23. If the family does not own and does not pay rent for the housing that they occupy, make a cross in this column. If not, make a horizontal line in this column.

Family Industry

Column 24. If the family uses the housing to prepare a product for sale, write the name of the product. If the family does not prepare a product for sale or destined for another establishment, make a horizontal line in this column.

Column 25. If the family sells the products that they prepare directly, make a cross in this column. If not, make a horizontal line in this column.

Column 26. If the family prepares a product for sale in a specific establishment, which means that they cannot sell to any other establishment, make a cross in this column. If not, make a horizontal line in this column.
