

Mexico 1990 Enumerator Manual XI General Population and Dwelling Census, 1990

National Statistics, Geography, and Informatics Institute

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Enumerator Manual

XI General Population and Dwelling Census, 1990

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Presentation

This manual was prepared so that you will understand the role that you will carry out as an enumerator of the XI General Population and Dwelling Census, 1990.

The Census is an event that requires the participation of all of the population, but it especially requires your participation. Therefore, it is important that you read this manual carefully and that it be your companion during your work as an enumerator.

Remember:

Count everyone, we are counting on you!

National Statistics, Geography, and Informatics Institute

Index [page]

What is the Census of Population and Dwelling? [1]

Who is in charge of preparing the census? [1]

The population and its participation in the census [2]

When will the Population and Dwelling Census occur? [2]

The census data is confidential [2]

What is your work as an enumerator? [3]

What are we taking a census of? [3]

How are we taking a census? [4]

The enumerator and his/her responsibility in the census [4]

Work area assignments [5]

Characteristics of the work areas [5]

Instructions for the enumerator of urban zones [6]

Instructions for the enumerator of rural zones [8]

General instructions for carrying out the interview [10]

What to do if you cannot do the interview [11]

General instructions for managing the questionnaire [11]

The dwelling, how to identify it, and how to note its characteristics [13]

Location of the dwelling [13]

Identification of the number of dwellings on a property [13]

Type of dwelling [14]

Characteristics of the dwelling [16]

1. Walls and 2. Roofs [16]
 3. Floors [16]
 4. Number of rooms [17]
 5. Kitchen [17]
 6. Toilet [18]
 7. Piped water [18]
 8. Drains [19]
 9. Electricity [19]
 10. Fuel [19]
 11. Possession [19]
 12. Number of persons in the dwelling [20]
- [Page]
13. Families or groups in the dwelling [22]
 14. Lists of persons [23]

Questionnaires used for the dwelling census [24]

What to do when there are more than ten persons in the dwelling? [24]

How to organize the interview? [24]

Questions that are asked of all of the persons [25]

1. Relationship [25]
2. Sex [25]
3. Age [25]
4. Place of Birth [26]

Questions for persons who are five years old or more [27]

5. Previous place of residency [27]
6. Indigenous language [28]
7. Religion [28]
8. Literacy [29]

9. School attendance [29]

10. Grades completed [30]

Questions for persons who are twelve years old or more [32]

11. Number of children [32]
12. Civil status [32]
13. Principal activity [33]
14. Principal occupation [36]
15. Work situation [38]
16. Hours [39]
17. Economic activity [40]
18. Income [41]

Map of urban work area [44]

Rural work area [45]

Citation form [46]

Page for dwellings that are pending or recovered (LC-01) [47]

Exercise page 1 [48]

Exercise page 2 [49]

Final recommendations [50]

[p.1]

What is the Census of Population and Dwelling?

The Census of Population and Dwelling is a counting of all of the persons who normally live in the country and the dwellings that they occupy.

With the census information, it is possible to know:

- How many men and women normally live in Mexico and their ages.
- How many know how to read and write.
- How many work and what they do at their jobs.

In addition, the census information permits analysis of the principal problems that affect the population, for example, the dwelling needs, water, electricity, schools, ...

Who is in charge of preparing the census?

INEGI, the National Statistics, Geography, and Informatics Institute is responsible for carrying out this activity.

[p.2]

The population and its participation in the census

All of the persons who normally live in the national territory participate in the census, either as enumerators, collecting the information in the questionnaires, or as informants, providing the data that is requested.

Article 5 of the Political Constitution of the United States of Mexico, the articles 38, 39, 42, 48, 49, 51, and additional applicable laws of the Law of Statistical and Geographical Information and the Presidential Decree issued on July 28, 1989, point to the importance of participating in the census.

When will the Population and Dwelling Census occur?

The XI General Census of Population and Dwelling will be carried out from March 12 to March 16, 1990. Traditionally, the census is completed every ten years in Mexico.

The census data is confidential

The persons who intervene in the census are obligated, by law, to maintain strict confidentiality of the individual information, which means, they should not communicate the details that they obtain to other persons; in fact, the information is only published globally, without referring to any persons in individual form.

The names of the persons are requested only so that the enumerator can identify the person about whom he/she is requesting information. The details obtained by the enumerators is stored in large computers, in which the information is tabulated for publication.

[Illustration is suppressed]

[p.3]

What is your work as an enumerator?

You are the person who has been chosen to be the enumerator to carry out the most important activity of the census, which consists of obtaining the census data. For this reason, a large part of the success of the census depends on your work.

This manual contains explanations that will permit you to do your job correctly; study it well and carry it with you when you do the interviews; if you have any doubts, look to this manual; its contents are complemented by the instructions that you will be given in the training course.

[p.4]

What are we taking a census of?

We are taking a census of all of the occupied dwellings and the persons who normally live in them; for this reason, you should always be aware that a dwelling is:

A place that commonly formed by walls and roofs in where one or more persons normally live, which means that it is where they sleep, prepare their foods, and are protected from the elements.

For the purpose of the census, the dwelling should have an independent entrance from the street, a passageway, patio, hallway, or garden; this means that the persons who normally live in the dwelling can enter and leave without passing through the rooms of another dwelling.

In this property there are two dwellings; both have independent entrances from the patio; therefore, you should use one questionnaire for each of them.

In this property, there is only one dwelling. Observe that to enter the back room, you must cross through one of the rooms of the dwelling. In this case, you should use only one questionnaire.

[p.5]

How are we taking a census?

The enumerator and his/her responsibility in the census

To carry out your job correctly, it is necessary that you follow the instructions that follow:

- A) Attend the training course that will be given on March 5, 6, and 7, 1990.
- B) Between March 12 and March 16, 1990, visit all of the dwellings that are in the area that you are assigned.
- C) Complete all of the interviews, writing the characteristics of the dwellings on the questionnaires and the information about all of the persons who normally live in the dwelling.
- D) Follow all of the instructions that you are given by your enumerator leader, for the reception and turning in the work material, which consists of: Enumerator Manual, "Census" labels, sheet of "Dwellings that are pending and recovered" (LC-01), citation forms, pamphlets of "Orientation for informants", pencil, eraser, and pencil sharpener.
- E) Visit all of the dwellings that have not been censused between March 19 and March 29 and complete the corresponding interviews.

Work area assignments

On March 9, at 8:30 in the morning, you should go to the Basic Geostatistics Area Supervision (RAGEB) to get your area assignment, which means, the place where the dwellings that you will interview for the census are located, and you will be given your credential which identifies you as an enumerator.

Characteristics of the work areas

Your work area can be in an urban zone or in a rural zone; this will be determined by your Enumerator Supervisor. Follow the following instructions based on your case.

If your area is in an urban zone, be aware that you could have one or various blocks, one street on a block, or a building.

If your work area is in a rural zone, you could be assigned one or more locations, or some dwellings in one location.

Since there are dwellings that are improvised in buildings that were not intended for dwellings, you should ask in stores, schools, workshops, passageways, factories or similar places, if there is a dwelling or if someone normally lives there; if that is the case, you should complete corresponding interview.

Instructions for the enumerator of urban zones

If your job is to enumerate an urban zone, draw a map of the block or blocks, street or building that you will census on the blank page that you will find at the end of this census manual, called "Map of Urban Work Area." This map should be copied on to the general map that is available in the RAGEB office.

Note on the map, the number of the block or blocks that correspond to your work area and the name of the streets, including the nearby streets around your area. Indicate the most important reference points that will help locate your area properly; indicate North, the name of the colony, any church, school, market, or anything that is easy to find.

After you have finished drawing your map, you will go with the Enumerator Supervisor to your work area; you will do an overview tour of your area to verify that your map is drawn correctly. During this tour, you will distribute a copy of the "Orientation for the Informant" pamphlet that your Enumerator Supervisor will provide for each of the dwellings.

The Enumerator Supervisor will indicate, during field run, the place where your work area begins and ends, as well as the order you should follow for the interviews.

[Illustration text]

Drawing of the urban work area

[End of illustration]

When you arrive in your work area, follow these instructions:

With the help of the map, find your location in the area and make it coincide with North and with the street that you are standing on. The streets that are on the right side of the map should be on your right side also.

To confirm that you are on your assigned block, identify the reference points; these might be a garden, a church, a school, a hospital, etc., and find them on the map.

After you have identified the block, begin your route walking along the route, clockwise, beginning on the northwest corner.

Drawing of the map of the urban work area.

[Illustration text]

North

East

South

West

Street names: Juarez, Hidalgo, Francisco Madero,
Aldana, Allende, Morelos

Northeast*

Street names: Juarez, Allende, Hidalgo, Aldama

[End of illustration]

You should walk all of the streets of the block, until you complete the last dwelling of the last street; apply this procedure to all and each of the blocks that make up your work area.

If your work area is only one street, start at the corresponding corner in such a way that the dwellings that you will enumerate are always on your right, as shown in the example:

[Illustration is suppressed]

When you finish the familiarization route, return to the RAGEB office. Once you are there, you will help your enumerator supervisor to complete the questionnaires and the "Dwellings Pending and Recovered" sheets (LC-01), with the following information:

1. Name and code of the state or federal entity
2. Name and code for the municipality or delegation
3. AGEB code
4. Name and code for the location.

The number of the block or blocks that correspond to your work area should be completed as you carry out the interviews; this number will be provided to you by your Enumerator Supervisor.

Instructions for the enumerator of rural zones

If your work area is in a rural zone, your Enumerator Supervisor will give you the names of the locations that you will visit and the corresponding codes, with the approximate travel times to get to your area, and will indicate what transportation means you can use, if necessary. This information should be written on the page titled "Rural work area" that you will find at the end of this manual.

With your Enumerator Supervisor, you will complete the questionnaires and the "Dwellings Pending and Recovered" sheets (LC-01), with the following information:

1. Name and code of the state or federal entity
2. Name and code for the municipality or delegation
3. AGEB code

You will write the name and code for the location as you complete the interviews.

In the rural work areas, you will not do a familiarization route of your work area, which makes it important for you to pay attention to the instructions that you are given by your Enumerator Supervisor, regarding the way to get to the location and how to locate the dwellings. When you arrive at the location, find out where the dwellings are located so that you do not miss any of them.

[Illustration is suppressed here.]

If the location that you are assigned to enumerate has areas that are set up in blocks, begin the interviews with these dwellings, following the procedures established for urban zones and leave the dwellings that are further away for last.

If in your work area you find locations formed by: dwellings located along a road, highway, railway, etc., or on a the bank of a river, oceanfront, or beach; or disperse dwellings, ask your Enumerator Supervisor for necessary instructions to be able to organize your route and be able to visit all of the dwellings, taking care to not omit any of them.

If in your work area the dwellings are far from each other start in the main street of the location, start the interviews in the nearest dwellings and leave the farthest ones for last.

[Illustration]

Dwellings located along a road

Dwellings along a riverbank

Dispersed dwellings

End of illustrations]

It is important to take into account that, depending on the characteristics of each rural location, the form of the route can change; your Enumerator Supervisor will explain this to you.

If your Enumerator Supervisor gives you the instructions to stay in a location for more than one day, he will tell you when and where you should report.

General instructions for carrying out the interview

In order to perform the interviews, you must have the following instructions in mind:

-Each time you arrive at a dwelling, request to speak to the head of the family or the group, he housewife or a person who is twelve years old or more. Any of them is considered an adequate informant.

[Illustration text]

Hello child, is the head of the family or your mother here?

No

Is there any person who is twelve years old or more?

No

There is no one?

No

I am alone... "sounds of crying"

[End of illustration]

-Explain the motive of your visit to the informant, supported by what you know about the census and its usefulness. Show your credential that accredits you as an enumerator.

-Always write down what the informant tells you, do not suggest or anticipate the answers.

-Once you complete the interview, stick the 'census' label on the door of the dwelling or in a visible place.

-Starting on March 12, your Enumerator Supervisor will give you the questionnaires, 'census' labels, and "Pending and Recovered Dwellings" forms (LC-01) daily. If you are the enumerator of a rural zone, you will also be given citation forms.

-At the end of your daily work, your will turn in the questionnaires, the sheet for "Pending and Recovered Dwellings" and the remaining 'census' labels to your Enumerator Supervisor and wait for instructions about the work for the next day. If you are the enumerator of a rural zone, you will also turn in the remaining citation forms.

What to do if you cannot do the interview

If in any of the dwellings you do not find a person who can give information, whether it is because the occupants are not at home, because there is no adequate informant, or because they refuse to give you the information, write the address of the dwelling and the reason why you could not complete the interview on your form "Pending and recovered Dwellings". At the end of the day, return to this dwelling and if you are able to complete the interview, write the same date in the corresponding space "date of recovery".

[Illustration is suppressed here.]

If you are not able to complete the interview the same day, begin your route on the next day with the pending dwellings. If by March 16 you have not been able to complete the interview, complete the citation form noting the date, your name, and signature, and leave it at the dwelling. Write in your "Dwellings Pending and Recovered" form (LC-01) the date and the reason why you could not complete the interview. In the rural zones, you should leave the citation on the pending dwellings on the last day that you are in the location. At the end of this manual, you will find an example of the citation form.

General instructions for managing the questionnaire

To complete the questionnaire correctly, it is important that you remember that:

1. Read the questions from the questionnaire that are written in darker print out loud with clear pronunciation.
2. Follow the instructions carefully for each question in the questionnaire.
3. The questionnaire has enough spaces for the information of ten persons. If any of the dwellings has more than ten persons living in it, use another questionnaire; continue on this second form with the list of persons so that you can obtain the information about all of the persons who normally live in the dwelling.
4. Use pencil to write the information. If you make a mistake, erase carefully and write the correct answer.
5. When you complete the interview, check that the information is complete. If you have missed any questions, ask it at this moment.

The questionnaire that you will receive has the following parts:

- Cover page
- Characteristics of the dwelling
- Number of persons in the dwelling
- Families or groups in the dwelling
- List of persons
- Questions for the persons who normally live in the dwelling.

[p.13]

The dwelling

How to identify it and how to note its characteristics

Location of the dwelling

Before you begin your interviews, check that all of the documents have the following information:

State or Federal Entity State of Mexico [15]
Municipality or delegation Village of Guerrero [113]
AGEB code 009 - 1
Page in the package _ _ _
Page of the dwelling _ _
Location Zacango [0031]
Block number _ _ _

Do not fill in the spaces for "Page of the Package" and "Page of the Dwelling."

Identify all of your questionnaires by writing your complete name and the name of your Enumerator

Supervisor on them.

Name of the Enumerator Supervisor Raul Perez Lopez

Name of the enumerator Pablo Solis Gomez

When you arrive at the dwelling and after introducing yourself, ask the informant for the address of the dwelling: name of the street, exterior number and interior number. If the dwelling does not have a number, write S/N [no number] in the corresponding space.

If the dwelling is on a street that does not have a name or a number, ask the informant for the name of the head of household (male or female), write the name in the space that corresponds to the address and then write known address.

Address of the dwelling

Arturo Fernandez (known address)

Street, avenue, alleyway, highway, road

Identification of the number of dwellings on a property

It is very important that you be sure that all of the dwellings in your work area and all of the persons who live in the dwellings should be counted in the census, but ask the following question before you begin the interview:

Identification of the dwelling

Ask:

How many dwellings are there in this lot or land?

It is necessary that you find out how many dwellings are in the lot or land, since in many cases, there will be more than one and it cannot be seen from the street.

[Illustration is suppressed here.]

In this case, you will use one questionnaire for each dwelling.

Type of dwelling

This part of the cover page should be completed only by what you observe, so it is important that you are aware of the characteristics of the different types of dwelling.

Single house

The single house is a dwelling with independent access from the street or field that does not share walls, roof, nor floors with another dwelling.

For the purpose of the census, houses built of discarded materials are considered single houses.

The dwellings that are found in buildings not intended for habitation, like: lighthouses, warehouses, workshops, factories, schools, stores or similar, are single houses.

Apartment in a building or house in a community

This type of dwelling forms part of a set of dwellings that share at least one wall, roof, or floor.

Rental room [room on a rooftop]

[Illustration]

The woman from number 6 rents us the room.

[End of illustration]

The rental rooms [rooms on a rooftop] are only considered dwellings when they are rented or loaned to a family or group of persons.

Mobile dwelling

The mobile dwellings can be: trailers, mobile homes, tents, tarps, boats, railway cars, and other similar dwellings.

Refuge [shelter]

This is an improvised dwelling in places like: caves, bridges, drain pipes, kiosks and other similar dwellings. If you have to take a census in this type of dwelling, do not ask about its characteristics.

Characteristics of the dwelling

The series of questions found on page two of the questionnaire will permit you to find out the principal characteristics of the dwellings: the materials that they are made out of, the number of rooms that the dwelling consists of and the use the rooms are given, the available services, ownership of the dwelling and the cooking fuel that they use.

1. Walls and 2. Roofs

In these questions, what is important is to know the foundational construction materials, so you should pay attention that the answer given by the informant does not correspond to the material that covers the walls. If the roof or walls of the dwelling are built with more than one material, you should note only the most dominant.

3. Floors

In this case, we are interested in the materials that cover the floor of the dwelling.

4. Number of rooms

A room in a space inside the dwelling that is separated by permanent walls of any material. Remember that you should always ask two questions:

With the first question, you will know how many rooms are used as bedrooms.

With the second question, you will know how many rooms the dwelling has in total, such as living room, dining room, bedrooms, kitchen, etc. You should not count hallways nor bathrooms as rooms.

5. Kitchen

A dwelling is considered to have a kitchen if there is a room in which they prepare the food.

[Illustration text]

As you see, our house is only one room, we sleep and cook here.

[End of illustration]

6. Toilet

For census purposes, a dwelling has a toilet if it is used only by the occupants of the dwelling. If the toilet is used by persons from different dwellings, such as the case of communities, the dwelling is considered to not have a toilet.

If the dwelling has a toilet and also a water deposit to remove the sewage water, then the toilet is considered to have a water connection.

If the toilet is a sewage hole or a latrine and it is only used by the occupants of the dwelling, then the dwelling is considered to have a toilet, but not a water connection.

7. Piped water

We want to know how the occupants of the dwelling get water. You should read the questions aloud until you get an answer.

[Illustration]

Inside the dwelling? [x] 1

Outside the dwelling, but on the property? [x] 2

From a public faucet or hydrant? [x] 3

No piped water? [x] 4

[End of illustration]

8. Drains

Be aware that a dwelling has a drain if it has a system of pipes through which sewage water is removed.

[Illustration]

Connected to the street sewers? [x] 1

Connected to a septic tank? [x] 2

With an open drain, to a river or lake? [x] 3

Does not have a drain? [x] 4

[End of illustration]

9. Electricity

The electrical light can come from a public network, a private electrical generator, a battery, or other means.

10. Fuel

If the dwelling uses more than one fuel for cooking, mark the one that is used the most frequently.

11. Possession

If the dwelling has a mortgage or it's still being paid for, consider it as owned.

12. Number of persons in the dwelling

The central objective of the census is to count all of the persons who normally live in the country at the moment of the census, and obtain information about their principal characteristics.

Occupants of the dwelling are the persons who normally live in the dwelling.

Be aware that total occupants is referring to a specific point in time. This time is called the census moment. For the 1990 census, the census moment is zero hours of Monday, March 12.

[Illustration text]

-If the baby is born before the zero hour on March 12, the baby will be counted in the census. If the baby is born after midnight, the baby will not be counted.

-If the person died after the zero hour on March 12, he/she will be included in the census. If he/she died before the zero hour, he/she will not be counted.

[End of illustration]

Read the question word-for-word:

[Illustration text]

-How many persons normally live in this dwelling, including the small children and the elderly?

-There are six of us.

[End of illustration]

Be sure that the informant does not forget to count small children and elderly persons.

It is very important that all of the persons who live in the dwelling be counted. For this reason, you should remember when you do the interview that the informant is the one who knows how many persons normally live in the dwelling. Only if the informant has doubts, you can help him/her by considering that:

These are occupants of the dwelling

1. Persons who are nationals or foreigners who normally live in the dwelling.
2. Persons who are temporarily absent from the dwelling for reasons of work, health, vacations, etc.,

but normally live in the dwelling.

3. The household servants and their family members who normally sleep in the dwelling.
4. Newborns, children of the women who live in the dwelling, who were born before zero hours on March 12, 1990.
5. Persons who died after the zero hour of March 12, 1990.
6. Persons who are present in the dwelling and do not have another fixed residence.

These are not occupants of the dwelling:

1. The persons who are visiting the dwelling and have a fixed place of residency elsewhere.
2. Persons who left to live in another permanent residence, for reasons of studies, work, or other reasons.
3. The domestic servants who sleep elsewhere.
4. The newborns, children of women who live in the dwelling, who were born after zero hours of March 12, 1990.
5. Persons who died before the zero hour of March 12, 1990.
6. Foreign diplomats and their families.

Be aware that in the interviews that you do after March 12, occupants are considered the persons who normally lived in the dwelling until zero hours of Monday, March 12, 1990.

13. Families or groups in the dwelling

This question will allow us to know if there are families or groups of persons who cook or buy their food separately. The intention is to identify the families or groups of persons who occupy the dwelling, related or not, who share expenses, primarily food expenses.

[Illustration]

In my house, we all live with the same budget.

13. Families of groups in the dwelling

In this dwelling, are there families or groups of persons who cook or buy their food separately?

Mark only one circle with an x

Yes [] 1

No [x] 2

If the answer is 'yes,' ask:

Then counting your family, how many families or groups cook or buy their food separately?

[]

Number of families

My brother-in-law and his wife and child also live here, but they buy their food and cook separately.

13. Families of groups in the dwelling

In this dwelling, are there families or groups of persons who cook or buy their food separately?

Mark only one circle with an x

Yes [x] 1

No [] 2

If the answer is 'yes,' ask:

Then counting your family, how many families or groups cook or buy their food separately?

[2]

Number of families

We are all friends and besides living together, we cooperate with the food.

13. Families of groups in the dwelling

In this dwelling, are there families or groups of persons who cook or buy their food separately?

Mark only one circle with an x

Yes [] 1

No [x] 2

If the answer is 'yes,' ask:

Then counting your family, how many families or groups cook or buy their food separately?

[]

Number of families

[End of illustration]

14. Lists of persons

After you know how many families or groups of persons live in a dwelling, you will have to list all of the occupants of the dwelling. Read out loud: Tell me the names and last names of all of the persons who normally live in this dwelling, starting with the head of household.

If there is only one family or group, write the names of all of the persons who occupy the dwelling, starting with the head of household. It is important that you take into account that there are families and groups that have a female head of household, therefore it is necessary that you ask the informant who is the head of household, so that this is the first person that you write in the list.

If in the question about families or groups they answered that there is more than one family or groups of persons that cook or buy their food separately, write down first all of the members of one family or group starting with the head of household and marking this person with an x; then note the members of another family or groups, starting with the head of household, that you will mark with another x; and continue with the subsequent groups. In this way, you will note all of the occupants of the dwelling.

[Illustration]

If there is more than one family or groups of persons, organize them always starting with the head of household of each group.

So first, I will tell you the names of my family and then I will tell you the names of the family of my brother-in-law, since they buy their food and cook separately.

14. List of persons

Tell me the names and last names of all of the persons who normally live in this dwelling, starting with the head of household.

If there is more than one family or groups of persons, put them in order always starting with the head of household of each group.

Person 1 Jesus Molina Flores head of household x

Person 2 Maria Galicia de Molina

Person 3 Raul Molina Galicia

Person 4 Rene Molina Flores head of household x

Person 5 Rocio Torres de Molina

Person 6 Fernando Molina Flores

Person 7

Person 8

Person 9

Person 10

If there are more than ten persons in the dwelling, use another questionnaire, continue with the list, and ask the questions for each person.

[End of illustration]

Once you have completed the list, check that the number of persons on the list is the same as the number of persons declared in the question "Number of persons in the dwelling". If they are not the same, clear up the difference with the informant and make the necessary corrections.

Be sure that you put all of the persons on the list who normally live in the dwelling and continue with the interview.

Questionnaires used for the dwelling census

On the cover of the questionnaire, there is a box that will help you know how many questionnaires you used to enumerate the dwelling. If the dwelling normally has 1 to 10 persons living in it, then one questionnaire will be enough to complete the census. In this case, write:

This is the questionnaire 1 of 1 used to enumerate this dwelling.

What to do if there are more than 10 occupants of the dwelling?

When there are more than ten persons living in a dwelling that you must enumerate, continue with the list of persons in another questionnaire so that you obtain the information about the characteristics of all

of the persons who normally live in the dwelling; also write all of the geographical identification data. In the second questionnaire, you should leave the "Characteristics of the Dwelling", "Number of persons who normally live in the dwelling," and "Families or groups in the dwelling" blank, since this information are registered in the first questionnaire.

For example, if in the dwelling there are normally 13 persons living, in the box on the cover page of the questionnaire which tells how many questionnaires you used to enumerate the dwelling, you should write:

[Illustration]

This is the questionnaire 1 of 2 used to enumerate this dwelling.

This is the questionnaire 2 of 2 used to enumerate this dwelling.

[End of illustration]

How to organize the interview?

For each of the persons that you named on the list, there are two pages of questions. For person 1, you will use pages 4 and 5, for person 2, you will use pages 6 and 7, and you will continue in the same way.

Before you begin to ask the questions, write in the corresponding space the name of the person who you are asking about, always respecting the order that is on the list.

[Illustration]

Now I am going to ask about:

Person number 1 on the list

Jesus Molina Flores

Write the name and last names

[End of illustration]

[p.25]

Questions that are asked of all of the persons

You should ask questions 1: relationship; 2: sex; 3: Age; 4: place of birth of all of the persons that normally live in the dwelling, no matter what their age is.

1. Relationship

You want to know the relationship that each person on the list has to the head of household or group, or if the person you are interviewing is the head of household (male or female).

Remember that the head of household or group is a person who normally lives in the dwelling, and is known as the head of household by the members of the family or group.

If the dwelling is occupied by one person who lives alone, this person is considered "Single person".

2. Sex

Do not forget that you must always mark one answer.

When it is a name that can be used by a man or a woman, such as Guadalupe, Asuncion, Concepcion, Refugio, etc., ask the informant if the person is a man or woman.

3. Age

Do not forget that you must always get and write down an answer.

There are persons who have the custom of answering the number of years that they will complete, for example: "I am almost 23." Since you are asking the number of years completed, you should write:

[22]

Write the number

If the person is less than one year old, mark the corresponding box:

If this person is less than one year old

Mark with an x
[x]

If the person does not remember his/her age, help the person remember by trying to remember an important activity in his/her life, for example, how old were you when you got married and how many years have you been married?

4. Place of Birth

If the person was born in this same State or Federal Entity where you are enumerating, mark the option:

Here, in this state... [x] 1

If the person was not born in the state or Federal Entity where you are interviewing, you should write the complete name of the State or Federal Entity where he/she was born. Do not use abbreviations, nor write the name of municipalities, locations, or farms.

The names of the States or Federal Entities in the Republic of Mexico are:

Aguascalientes
Baja California
South Baja California
Campeche
Coahuila
Colima
Chiapas
Chihuahua
Federal District
Durango
Mexico State
Guanajuato
Guerrero
Hidalgo
Jalisco
Michoacan
Morelos
Nayarit
New Leon
Oaxaca
Puebla
Queretaro
Quintana Roo
San Luis Potosi
Sinaloa
Sonora
Tabasco
Tamaulipas
Tlaxcala
Veracruz
Yucatan
Zacatecas

For example, if a person lives in Sonora, but was born in Quintana Roo, you should write:

In another state: Quintana Roo
Write the name of the state.

If the person answers that they "were born in Mexico," ask him/her to clarify if he/she was born in the state of Mexico or in the Federal District and write the precise answer.

If the person was born in another country, write the name of the country in the space for "In another country," for example:

In another country:

Guatemala

Write the name of the country

Questions for persons who are five years old or more

When you ask the questions: 5. Place of previous residency; 6. Indigenous language; 7. Religion; 8. Literacy; 9. School attendance; and 10. Grades completed, you should pay attention to the age of the person about whom you are requesting the information. Remember that these questions are only for persons who are five years old or more.

5. Previous place of residency

With this question, you want to know in which state or Federal Entity, or if it is the case, in what foreign country, the person being interviewed lived in March of 1985.

If the person lived in the same state or Federal Entity where you are enumerating, mark the option:

Here, in this state 1

If the person did not live, in March 1985, in the state or Federal Entity where you are doing the interview, you should write the complete name of the state or Federal Entity where the person lived; do not use abbreviations.

[Illustration]

Five years ago, in 1985, in what state of the Republic did you live?

5. Place of previous residency

Five years ago, in 1985, in what state or Federal Entity of the Republic did you live?

Mark with an x

Here, in this state 1

In another state

Veracruz

Write the name of the state

In another country

_____ Write the name of the country

[End of illustration]

Do not write names of municipalities, locations, or farms.

If the person answers that in March of 1985 he/she lived in "Mexico" ask him/her to clarify whether he/she lived in Mexico State or in the Federal District and write the precise answer.

If the person lived, in March of 1985, in another country, write the country in the corresponding space, for example:

In another country:

Spain

Write the name of the country.

6. Indigenous language

This question allows us to know if the person being interviewed speaks any indigenous dialect or language; the indigenous language that he/she speaks, and if in addition to an indigenous language, he/she also speaks Spanish or Castilian.

You should not confuse the indigenous dialects or languages with foreign languages such as: English, French, or Italian; for this reason, it is important that you know the names of the indigenous languages that are spoken in our country.

List of the most common indigenous languages:

Aguacateco

Amuzgo

Cahita
Cakchiquel
Cochimi
Cora
Cucapa
Cuicateco
Chatino
Chichimeca Jonaz
Chicomucelteco
Chinanteco
Chocho
Chol
Chontal de Oaxaca
Chontal de Tabasco
Huasteco
Huave
Huichol
Ixcateco
Ixil
Jacalteco
Kanjobal
Kekchi
Kikapu
Kiliwa
Kumiai
Lacandon
Mame
Matlatzinca
Maya
Mayo
Mazahua
Mazateco
Meco
Mixe
Mixteco
Motocintleco
Nahuatl
Ocuilteco
Opata
Paipai
Pame
Papabuco
Pima
Popoluca
Purepecha
Quiche
Seri
Solteco
Tarahumara
Teco
Tepehua
Tepehuan
Tlapaneco
Tojolabal
Totonaca
Triqui
Tzeltal
Tzotzil
Yaqui
Zapoteco
Zoque

Consult this list every time it is necessary.

7. Religion

The religions Presbyterian, Methodist, Seventh Day Adventist, Jehovah's Witnesses and other Christian religions that are not Catholic, should be included in the category "Protestant or Evangelical."

8. Literacy

A person is considered literate if the person knows how to read and write a message. If the person about whom you are asking the information only knows how to write his/her name or some numbers, it is understood that the person does not know how to read and write.

9. School attendance

This question should be asked of all persons who have completed five years or more, including the adults, since many older persons attend programs for adult education.

If the person goes to school to study or is enrolled in an open education system, it is considered that he/she attends school. If the person goes to a school to work because that is where he/she carries out his/her occupation, it is considered that the person does not go to school.

[p.30]

10. Grades completed

With this question you want to know if the person who is interviewed approved or passed any grade or year of studies, and if he/she did, how many grades or years he/she approved or passed at the various levels of education.

It is important that you are clear that this is about years completed or passed. The years that were failed (repeated), the years that are in progress, or the incomplete years do not count.

If the person approved or passed any grade or year of studies, read to the informant all of the educational levels that are in the question.

[Illustration]

-Did you approve or pass any grade or year of studies?

Yes

-How many grades or years did you approve or pass in preschool or kindergarten?

2

-In elementary school?

6

-Technical or commercial studies with elementary school completed?

I didn't study that.

-Secondary?

3

-Technical or commercial studies with secondary completed?

One year of nursing school, but I dropped out.

-In preparatory or baccalaureate?

No. Then I studied teacher's training for 4 years and then I stopped studying.

-Did you approve or pass any grade or year of studies?

Yes

How many grades or years did you approve or pass in preschool or kindergarten?

I didn't go.

-In elementary school?

6

-Technical or commercial studies with elementary school completed?

2

-Secondary?

3

-Technical or commercial studies with secondary completed?

I didn't study that.

-In preparatory or baccalaureate?

3

-Teacher's training?

No.

-Professional?

Well, I went for a few days but I didn't finish any years.

[End of illustration]

If the answer is that the person did not pass any grade or year of studies, continue with the next page where the questions continue for this person.

Questions for persons who are twelve years old or more.

Questions: 11. Number of children; 12. Civil status; 13. Principal activity; 14. Principal Occupation; 15. Labor situation; 16. Hours; 17. Economic activity and 18. Income, will only be asked if the person about whom you are requesting information is 12 years old or more. If the person is a man, continue directly with the question about civil status. If the person is a woman, ask question 11. Number of children.

11. Number of children

This question is only for women who are 12 years old or more.

If the informant answers that the woman has not had any son or daughter born alive, write the answer in the questionnaire and continue with question 12. Civil Status.

If the answer is that the woman has had a son or daughter born alive, ask for the total number of children who were born alive and the total number of children who are still alive.

Remember that this question is about all of the sons and daughters that were born alive, without taking into account whether they live with the mother or not. Be sure that the total of sons and daughters that the enumerated woman has had is equal or greater than the number of children that she currently has; clarify this with the informant and correct any errors.

[Illustration]

-I had four children

-How many of them are still alive?

-3 because one of them died.

11. Number of children

For women who are twelve years old or more

Have you had any daughter or son who was born alive?

Mark with an x only one circle

Yes [] 1

No [] 2

If the answer is yes, ask:

In total, how many daughters and sons who were born alive have you had?

[4] write the number

How many of them are still alive?

[3] write the number

[End of illustration]

12. Civil status

You should always ask this question, even if you consider the person to be very young. What is important is to know the civil status of the person being interviewed at the census moment, according to the conjugal or marriage laws or customs of the country.

[Illustration]

-I was married, but I got divorced and now I live with Sara, even though we are not married.

Free union [] 1

[End of illustration]

13. Principal activity

With this question you want to know the type of activity that the person was engaged in the week before the census, which means the week from March 5 to 11, 1990.

If the person carried out any type of economic activity, which means that he/she worked for an income, profit, pay, salary, days wages, or any other type of payment in money or goods, mark:

Worked? [] 1

[Illustration]

-I work in my taxi.

-Here is your pay.

-I get paid in goods.

[End of illustration]

A person is paid in goods when instead of receiving money for his/her work, he/she receives, for example, products like beans, corn or other products.

For the purpose of the census, if a person carried out agricultural activities with the goal of obtaining products for his/her own consumption and consumption of his/her family, it is considered that:

Worked? [] 1

If a person worked only a few hours a day, if he/she worked only a few days in the week or at least for one hour between March 5 to 11, 1990, you should mark:

Worked? [] 1

If the person worked, in the week before the census, helping at a family business or shop without any pay, you should mark:

Worked? [] 1

[Illustration]

-I help my father for three hours a day in the carpentry shop.

[End of illustration]

If the person worked, in the week before the census, as an apprentice or assistant in a business, store, or shop, you should also mark:

Worked? [] 1

[Illustration]

-Look how he cuts hair.

[End of illustration]

The answer 'had work, but did not work' should be marked if the person, during the week before the census, had work but:

-Was waiting to begin or continue farm labor.

-If the person was sick or temporarily incapacitated for work.

-If the person was on strike, on a work stoppage, or taking care of urgent personal business.

-Was on vacation, had an excuse or permission to not go to work.

In all of these cases, mark the option:

Had a job, but did not work? [x] 2

[Illustrations]

Had a job, but did not work? [x] 2

Had a job, but did not work? [x] 2

[End of illustrations]

[p.35]

If the person actively looked for work in the week of March 5 to 11, 1990, mark:

Looked for work? [x] 3

Actively look for work means to fill out applications, look in the newspapers, go to places that offer work or ask friends or relatives if they know about any jobs.

A person can have employment and look for another job. If the person worked and looked for another job in the week of March 5 to 11, 1990, you should only mark:

Worked? [x] 1

Under no circumstances should you mark two answers.

[Illustration]

Looked for work? [x] 3

[End of illustration]

If the person spent time exclusively as a student, dedicated to household chores, is retired or pensioned, is incapacitated permanently for work, or did not work for another reason, such as has rent income, savings, investments or is supported by another person, you should mark the corresponding answer.

[Illustration]

Did housework in his/her home? [x] 5

[End of illustration]

In all of these cases you should be sure, before you mark the corresponding answer, that the person did not work, which means that he/she did not carry out any economic activity. If the person worked and also studied; or worked and also did household chores; or worked and is pensioned, you should only mark:

Worked? [x] 1

Remember that you should only mark one answer.

If the person answers for the week before the census:

If he/she answers:

Worked? [x] 1

Or

Had a job but did not work? [x] 2

Ask the following questions:

You should ask the questions: 14. Principal occupation; 15. Labor situation; 16. Hours; 17. Economic activity; and 18. Income.

The questions of Principal Occupation, Labor situation, hours and Economic Activity refer to the job that

the person carried out during the week before the census.

[p.36]

14. Principal occupation

With this question you will know what the person did in his/her work, which means, what tasks he/she carried out, what job he/she did, or what post he/she held in the job that he/she did the week of March 5 to 11, 1990.

- Supervisor of seamstresses
- Machinery oiler
- Singer and actor
- Chicken counter
- Veterinarian
- Clinical laboratory technician
- Tinsmith
- Municipal president
- Farmer
- General manager
- Textile laborer
- Butcher
- Drill press operator
- Automobile mechanic
- Hand-delivery person
- Candy vendor
- Store clerk
- Secondary school teacher
- Stevedore
- Secretary
- Photographer
- Buying agent
- Tractor driver
- Cowboy

If the person had more than one job, you should write the information about the principal job; the principal job is considered the one that the person declares as the most important one.

To know exactly what the occupation of a person is, you should ask the following questions:

[Illustration]

14. Principal occupation

What is the job, post, or position that you have at your principal occupation?

Write the name (Here you should write the name of the job, post or position that the person held).

What are the tasks or functions that you do in your job?

Write the tasks (here you should write the activities, things, or tasks that the person did in his/her work).

[End of illustration]

It is very important that you write the answer clearly for each of the questions.

[p.37]

Do not write general descriptions like: teacher, worker, driver, or assistant; write exactly the name of the job, post, or position that the person held: elementary school teacher, Operator of front loader, can packer, driver of passenger bus, plumber's assistant...

If the informant answers that the person is an employee, ask the informant to clarify what the person's occupation is, for example: cashier, salesperson, announcer, archivist, taco vendor, etc.

[Illustration]

What is the job, post, or position that you have at your principal occupation?

Sugar cane cutter

What are the tasks or functions that you do in your job?

Cut sugar cane and carry it to the sugar mill.

What is the job, post, or position that you have at your principal occupation?

Pottery artisan

What are the tasks or functions that you do in your job?

Make pots out of clay.

What is the job, post, or position that you have at your principal occupation?

Doctor surgeon

What are the tasks or functions that you do in your job?

Cure and operate on people who are ill.

What is the job, post, or position that you have at your principal occupation?

Seamstress

What are the tasks or functions that you do in your job?

Sew blouses and skirts.

[End of illustration]

[p.38]

15. Work situation

With this question, we want to know what position the person held in his/her principal job that he/she did the week before the census. This means, we want to know if the person was an employee or worker, day laborer or salaried laborer, self-employed, employer or businessman or if he/she worked without pay in a family business or property.

It is understood that a person was an employee or worker, if he/she worked for pay or salary providing services to an employer; also if the person worked for the government, worked for a business, an establishment or institution, mark:

Employee or worker? [x] 1

The administrators, managers, or general directors who are not the owners of the business, factory, or company where they work, should be considered employees.

If the person worked as a day laborer or salaried laborer providing services to an employer in exchange for a salary or daily wage, you should mark:

Day laborer or salaried laborer? [x] 2

The independent self-employed worker does not have employees nor workers to help, but can receive help from an unpaid family member.

Be careful not to confuse the self-employed worker with an employer or businessman.

Self-employed? [x] 3

[p.39]

An employer, businessman or owner is the owner of a business, company, or establishment that has workers and/or employees.

Employer or businessman [x] 4

An unpaid family member helps in the family property or business without pay.

Unpaid worker in a family business or property? [x] 5

16. Hours

With this question, we want to know how many hours in total the person worked in the week before the census. If the person had more than one job, you should add up the hours worked at each job and write the total number of hours.

If the informant only knows the number of hours a day, you should ask, How many days of last week did

you work?, do the multiplication and write the answer.

If the week before the census the person worked extra hours, you should add them to to get the total number of hours worked.

For the persons who had a job, but did not work the week of March 5 to 11, 1990, you should write 0 [zero] hours worked with the number 0.

[Illustration]

-I worked 8 hours a day from Monday to Saturday.

-Then, $8 \times 6 = 48$, you work 48 hours a week.

16. Hours

How many hours total did you work last week?

[48]

Write the number

[End of illustration]

[p.40]

17. Economic activity

With this question, we want to know what the person does in the business, farm, establishment, lot, institution, shop, factory, store or place where the person worked in the week before the census.

In the first question, you should write what the primary activity is of the business, store, company, farm, office, or place where the person worked in the week before the census. If the person did not work in any of these places, you should write what he/she made, repaired, cleaned, transported, sold, cultivated, or did.

In this situation you will find some artisans, the traveling salesmen, street vendors with permanent sidewalk sales, and the persons who carry out an economic activity in his/her house: for example: sew shoes, make dresses, prepare tamales to sell, or paint signs.

In the second question, you should write the name of the place where the person worked: salt mine, shrimp boat, fruit and vegetable market, secondary school, hospital, bank, children's clothing store, municipal offices, lawyers' office, knit fabric factory.

If the person worked in the street, such as a policeman, a traveling salesman, a taxi driver, or a street artist, you should write: in the street.

Do not write the address of the place where the person worked; write the name of the place.

[Illustration]

17. Economic activity

What is the primary activity of the business, lot, company, institution or place where you worked?

Manufacture paper

Write the primary activity

Where did you work?

For example: in the fields, in a factory, in a mechanic's shop

In a factory

Write the place where he/she worked

17. Economic activity

What is the primary activity of the business, lot, company, institution or place where you worked?

Sell balloons

Write the primary activity

Where did you work?

For example: in the fields, in a factory, in a mechanic's shop

In the street

Write the place where he/she worked

17. Economic activity

What is the primary activity of the business, lot, company, institution or place where you worked?

Do the accounting for several companies

Write the primary activity

Where did you work?

For example: in the fields, in a factory, in a mechanic's shop

In an accountants' office

Write the place where he/she worked

17. Economic activity

What is the primary activity of the business, lot, company, institution or place where you worked?

Provide educational services

Write the primary activity

Where did you work?

For example: in the fields, in a factory, in a mechanic's shop

In an elementary school

Write the place where he/she worked

17. Economic activity

What is the primary activity of the business, lot, company, institution or place where you worked?

Plant corn

Write the primary activity

Where did you work?

For example: in the fields, in a factory, in a mechanic's shop

In the fields

Write the place where he/she worked

[End of illustration]

Do not forget that you must always ask both questions and write the answers clearly for each of them.

[p.41]

18. Income

With this question we want to know how much the person earns for his/her work; take into account all of the income that the person receives for his/her work.

If the person has more than one job, write the sum of the incomes that he/she receives for all jobs.

[p.42]

If the informant answers that the person receives "the minimum", ask that the informant tell you how much the minimum wage is, and how often the person gets paid, so that you can do the math and write the answer in the corresponding space.

When they tell you a daily wage, ask: how many days a week did you work?, do the corresponding multiplication and write the answer in the space for "weekly". You should write the answer according to what the informant tells you; if the person receives income weekly, you should write the answer under "weekly"; if the pay is biweekly, you should write the answer under "Biweekly", etc.

Remember to use only the space that correspond to what the informant declares, and write the complete amount in numbers.

If the person declares to not receive income, mark:

Mark with an x

Does not receive income [] 0

[Illustration]

-In my morning job, I earn five hundred thousand pesos biweekly and in the afternoon job, I earn only three hundred thousand, also biweekly.

- $500,000 + 300,000 = 800,000$

18. Income

How does this person earn for his/her work?

Write only one answer in numbers

Weekly [] 1

Biweekly [800,000] 2

Monthly [] 3

Yearly [] 4

Mark with an x

Does not receive income [] 0

-For the sale of the harvest this year, my husband got four million pesos.

18. Income

How does this person earn for his/her work?

Write only one answer in numbers

Weekly [] 1

Biweekly [] 2

Monthly [] 3

Yearly [4,000,000] 4

Mark with an x

Does not receive income [] 0

-My daughter earns fifteen thousand pesos a day.

-and how many days does she work a week?

-from Monday to Friday.

- $15,000 \times 5 = 75,000$.

18. Income

How does this person earn for his/her work?

Write only one answer in numbers

Weekly [75,000] 1

Biweekly [] 2

Monthly [] 3

Yearly [] 4

Mark with an x

Does not receive income [] 0

[End of illustration]

[p.43]

[Illustration]

I work as a flower vendor. I do not have an employer, I am self-employed. I work everyday, Monday through Sunday, from 8 in the morning until 6 P.M.. I sell my flowers in the street, on the street called "September 16", and I make about two hundred thousand pesos biweekly.

14. Principal occupation

What is the job, post or position that you have at your principal occupation?

Flower vendor

Write the name.

What are the tasks or functions that you do in your job?

Sell flowers

Write the tasks.

15. Work situation

The person in his/her work is?

Mark only one circle

Employee or worker? [] 1

Day laborer or salaried laborer? [] 2

Self-employed? [x] 3

Employer or businessman [] 4

Unpaid worker in a family business or property? [] 5

16. Hours

How many hours total did you work last week?

[70]

Write the number

17. Economic activity

What is the primary activity of the business, lot, company, institution or place where you worked?

To sell flowers

Write the primary activity

Where did you work?

For example: in the fields, in a factory, in a mechanic's shop

In the street

Write the place where he/she worked

18. Income

How does this person earn for his/her work?

Write only one answer in numbers

Weekly [] 1

Biweekly [200,000] 2

Monthly [] 3

Yearly [] 4

Mark with an x

Does not receive income [] 0

-I am a seamstress, I make dresses and blouses for my clients here in my house. I work six hours a day and I rest on Saturdays and Sundays. I make about eighty thousand pesos a week.

14. Principal occupation

What is the job, post, or position that you have at your principal occupation?

Seamstress of dresses and blouses

Write the name.

What are the tasks or functions that you do in your job?

Sew and cut blouses and dresses

Write the tasks.

15. Work situation

The person in his/her work is?

Mark only one circle

Employee or worker? [] 1

Day laborer or salaried laborer? [] 2

Self-employed? [x] 3

Employer or businessman [] 4

Unpaid worker in a family business or property? [] 5

16. Hours

How many hours total did you work last week?

[30]

Write the number

17. Economic activity

What is the primary activity of the business, lot, company, institution or place where you worked?

To cut and sew blouses and dresses

Write the primary activity

Where did you work?

For example: in the fields, in a factory, in a mechanic's shop

At home

Write the place where he/she worked

18. Income

How does this person earn for his/her work?

Write only one answer in numbers

Weekly [80,000] 1

Biweekly [] 2

Monthly [] 3

Yearly [] 4

Mark with an x

Does not receive income [] 0

[End of illustration]

[p.44]

Map of urban work area

[p.45]

Rural work area

State or Federal Entity [_ _]

Municipality or Delegation [_ _ _]

AGEB code [_ _ _ _ _]

Location [_ _ _ _]

[p.46]

Citation form

National Statistics, Geography, and Informatics Institute

Date []day []month []year

XI General Population and Dwelling Census 1990

Citation

C. Head of household

Today the Census Enumerator assigned to this area went to your house and since he/she did not find any person who could provide information for the XI General Population and Dwelling Census 1990, you are informed that you must present yourself to the Census Official, who will be happy to assist you on Saturday, March 17 between 9 am and 3 P.M. in : _____ for the purpose of providing the information about the characteristics of your dwelling, as well as each of the occupants.

The above is based on Article 5 of the Political Constitution of the United States of Mexico and Article 6 of the Presidential Decree published in the Official Daily Publication of the Federation on July 28, 1989.

With nothing more to add, receive a cordial greeting.

Sincerely,

Census enumerator

__name

__signature

[p.47]

Page for dwellings that are pending or recovered (LC-01)

National Statistics, Geography and Informatics Institute

XI General Population and Dwelling Census 1990

Dwellings Pending and Recovered

Page __ of ____

Federal Entity [__]

Municipality [____]

Location (only in urban zones) [____]

AGEB Code [_____]

March 1990 [1]

Urban zone Block number [2]

Location (only in urban zones)

Name [3]

Code [4] [____]

Location of the dwelling

Name of the street, avenue, road, highway, etc. or
complete name of the head of household (only in rural zone) [5] _____

Number

Exterior [6]

Interior [7]

Pending dwellings

Occupants absent [8]

Inadequate informant [9]

Negative [10]

Citation [11]

Date of recovery [12]

Observations [13]

Enumerator Supervisor __ name and signature

Enumerator __ name and signature

Total dwellings pending

March 18 ____

March 30 ____

[p.48]

Exercise page 1

[p.49]

Exercise page 2

[p.50]

Final recommendations

Be sure to enumerate all of the dwellings in your work area. Always ask, "how many dwellings are there in this lot or property?"

Remember that the occupants of the dwelling are all of the persons who normally live in the dwelling and you should always count the small children and the elderly.

Do not forget to that this manual with you when you are doing interviews; it was specially prepared to resolve the questions that come up when you are doing your work as an enumerator.

Do not forget

The success of the census depends on you!
