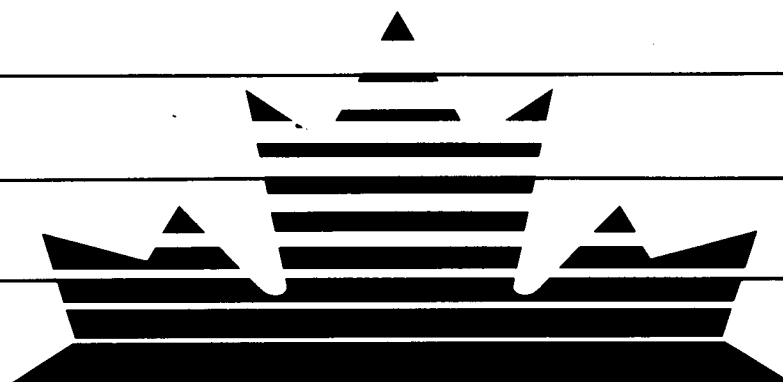
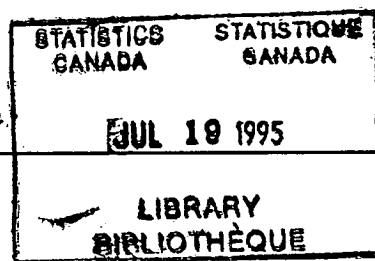


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# Procedures Manual Address Register Reconciliation

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**1991 Census of Canada**

**Procedures Manual**  
**Address Register Reconciliation**

**Statistics Canada**



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## **I. INTRODUCTION**

### **A. What Is the Address Register?**

The address register (AR) is a list of addresses made up from various administrative files, such as hydro, telephone, municipal files, etc. A separate list is made up for each enumeration area (EA).

You will compare your visitation record (VR) to the address register to identify dwellings you did not find during Drop-off.

### **B. Confidentiality and Security**

As with all census documents, this list is strictly confidential. Keep the address register in a secure place at all times.

## **II. PROCEDURES**

### **A. Match the Visitation Record to the Address Register**

Beginning with the first address in the VR, attempt to locate each address in the AR.

#### **1. If You Find the Same Address**

- (a) In the VR, Column 2, mark an "X" just above the household number for that address. Do not cover the household number.
- (b) In the AR, Column 5, write the VR household number for that address (from VR, Column 2).
- (c) In the AR, verify that the block number listed in Column 1 is correct. If it is incorrect, or blank, enter the correct block number.

**Note:** Attempt to match addresses in Sections I, II and III of the VR.

#### **2. If You Do Not Find the Same Address**

- (a) If the address is in the VR only:
  - (i) In the AR, make the following entries:
    - Column 1: Block number;
    - Column 2, 3 and 4: Address;
    - Column 5: Household number.
  - (ii) In the VR, Column 2, mark an "X" just above the household number for that address.
- (b) If the address is in the AR only:
  - (i) In the AR, in Column 6, enter an "X".
  - (ii) Do not make any entries in the VR.

### **B. Identify Non-matches in the VR**

At the end of the matching, check that each address listed in Sections I, II and III of the VR has an "X" entered in Column 2, just above the household number. If not, repeat Part A of these procedures for each address that does not have an "X" entered in Column 2.







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At the end of the matching, check that each address listed in Sections I, II and III of the VR has an "X" entered in Column 2, just above the household number. If not, repeat Part A of these procedures for each address that does not have an "X" entered in Column 2.