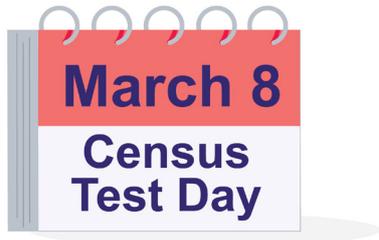


Census is for everyone

Mā ngā tāngata katoa te tatauranga



About this guide



A census test is happening on **Tuesday 8 March 2022**.

This guide tells you about the **census test** and how to take part.



It uses plain language and has pictures to help explain ideas.



This guide was written by **Stats NZ**.
When you see the word 'we' it means Stats NZ.



You can find more information on our website **www.census.govt.nz**

Contents

About this guide	02
Contents	03
What is the census?	04
What is a census test?	06
What will happen in the test?	07
Do I have to take part?	09
About the census forms	10
Filling in paper forms	12
Returning paper forms	13
Doing your census online	14
Getting started	15
Filling in online forms	16
Your privacy	18

What is the census?



Every **5 years** we collect information about the people in Aotearoa New Zealand and the places they live in.



We do this by asking questions about people and where they live.



This is called the **census**.

Important!

Census information is important.



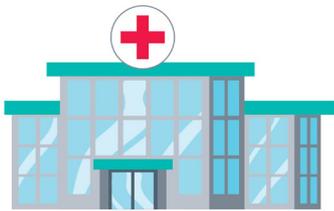
It shows us how Aotearoa New Zealand has changed.

What is the census?

Change

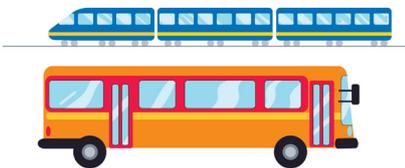


It also helps the government and other organisations plan for services.



Services are things like:

- hospitals



- public transport



- support for your community.

What is a census test?



Stats NZ are doing a test to prepare for the next census.



We choose a small number of homes in different locations for testing the census.



The test helps us to check everything is working well so we are ready for the next census.



You will receive information from Stats NZ if you are chosen to be involved in the census test.

What will happen in the test?



In some areas a census staff member will visit homes to deliver a letter and paper forms.



They will leave these at the door or put them in your mailbox.



In other areas you will only get sent a letter with an access code to do the census test online.



You can choose how you want to take part in the census test.

What will happen in the test?



1. You can fill in forms **online** using the **access code** on the front of your letter.

or



2. You can fill in **paper** forms. We have **Large Print** forms available.



Contact us for help or to ask for paper forms if you need them.

- call us **free** on 0800 CENSUS (0800 236 787)
- email info@stats.govt.nz
- or go to www.census.govt.nz



Do I have to take part?

Yes ✓

No ✗

If you are chosen to take part in the census test, you have the right to say no.



It will help us if you take part, but you do not have to.

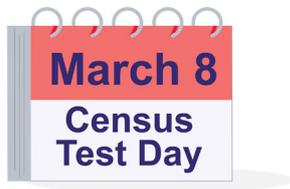


This is different to the real census.

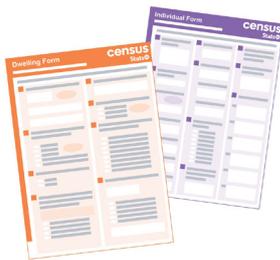


By law, everyone must take part in the real census.

About the census forms



Please complete your forms by **8 March** or earlier if you prefer.



There are **2** different forms to fill in. The first form is called a **Dwelling Form**.



Dwellings are places where people live.

Dwellings are places like:



- houses
- apartments
- flats.



Only 1 **Dwelling Form** needs to be completed for each household.

If you live with others, check with them who will do this.

About the census forms



If there are 2 different dwellings at 1 address both places need to fill out their own **Dwelling Form**.



The **Dwelling Form** has a short set of questions about your home, for example, the number of bedrooms and if you have the internet.



The second form is called an **Individual Form**. This form is about you as an individual.



The **Individual Form** asks personal questions, for example, where you were born, and the languages you can speak.



Every person in the house needs to complete their own **Individual Form**.

Filling in paper forms



Adults need to check that a form is completed for all children, including babies.



You can ask someone for help to fill in your census test forms.

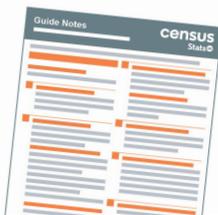


It is important to choose a person that you trust because they may see your personal information.



When you fill in paper forms:

- use a blue or black pen
- write in CAPITAL LETTERS
- write your answers in English or te reo Māori
- see the **Guide Notes** for help.



New Zealand Census of Population and Dwellings Guide Notes.
For testing purposes only

Returning paper forms



When you get paper forms you will also get a **freepost** envelope.



This means once you have filled out your paper forms you can post them back to Stats NZ.

You will **not** have to put a stamp on the envelope.



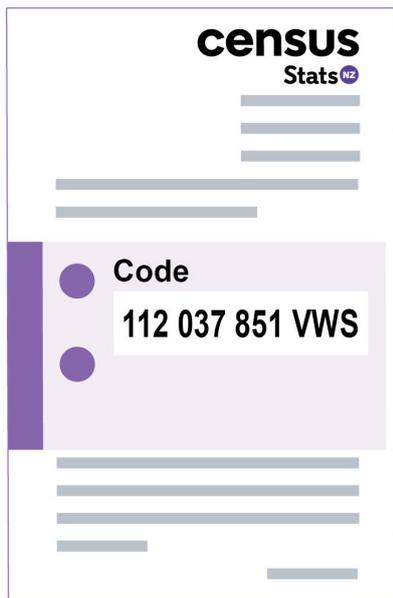
If you need someone to come and pick the forms up, call 0800 CENSUS (0800 236 787). Calls are **free**.

Doing your census online



To do the census online, you need:

- a smart phone, tablet, or computer with an internet browser and a keyboard or keypad to type in text
- access to the internet
- your census letter with your **access code**.



Your **access code**:

- has a mix of 12 numbers and letters
- no one else has the same code
- you need this code to begin your online forms.

Getting started



1. Open an **internet browser** on your smart phone, tablet, or computer.

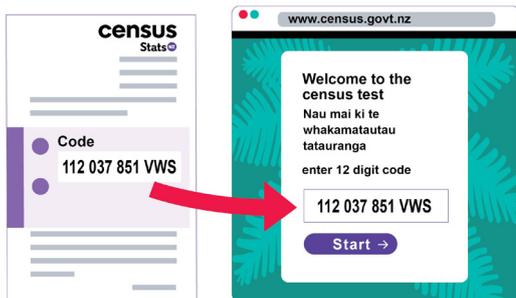
www.census.govt.nz

2. Type in **www.census.govt.nz** to go the census website.

Start your census test now →



3. Click on the button that says **Start your census test now.**



4. Enter the **access code** from your census letter into the box on the screen.

The picture to the left tells you where to enter your access code.

Start →



5. Click on the **Start** button when you have put in your access code.

Filling in online forms



Choose 1 person in your home to complete the **Household Setup Form**.



This confirms your address and the names of people at your home.

It must be completed before you can fill in the **Dwelling** and **Individual Forms**.



Only 1 **Dwelling Form** needs to be completed.

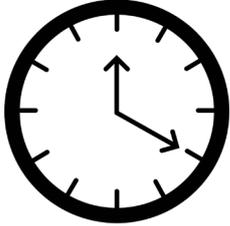


Every person in the household must complete their own **Individual Form**.



Do **not** leave or refresh the page.

Filling in online forms



If you go away and take a break, the page will timeout after 20 minutes and you will need to start your form again.



Once you submit a form, you cannot go back. This means you cannot see or change your answers.



Click **Submit** when you have finished.



You are now finished! **Thank you** for taking part in the census test.

Your privacy



By law, your personal information must be kept safe and private.



Private means your personal information will not be shared with another person or organisation.



The census test is to help us check everything is working well for the next census.



The information we collect from people in this census test is not used to create information or statistics.