

Republic of Colombia  
XVI National Population and V Housing Censuses  
October 24, 1993  
National Statistics Administrative Department  
Enumerator's manual

[Pages 1-151 were not translated into English]

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## Instructions for filling out the forms

In the following pages you will find the precise instructions (question by question) for filling out the enumerating forms: Census Form No. 1

Census Form No. 1

### I. Identification

We have already mentioned to you that your work area is called area of enumeration and that it corresponds to a unique identification number. This means that all the dwellings that you are to enumerate are identified with the same AE number: it is like your personal number in the 93 Census.

Together with the Census Forms, you will receive a sufficient number of labels printed with this AE number.

[Below the text is a form.]

When beginning each interview, affix this label in the blank marked AE. You should not write or put a line through this label.

Do not ask other enumerators for printed labels; remember that the identification number of the AE is unique. Therefore in case you run out of some of these labels, write the number of the area of enumeration (AE) in the blank space.

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Do not affix all before beginning the job. It is possible that some of your companions will run out of forms and they will, then, be able to use those that are left over; those forms should not be identified with another AE.

In the Collection Sheet (which we will tell you more about later) you will find the same label affixed; if you do not find it or it has a different number inform your Supervisor.

After the space for the AE label, you will find the following box:

Ask **how many groups of persons who cook separately** there are in the dwelling. Find out if the **access** of each household in the dwelling is **independent** to establish the **number of dwellings** and the **number of households**. Fill out a **form** for each household. Assign the **order** number of the dwelling and the number of the dwelling in each case.

Then you should begin by identifying the dwellings that exist in a building and households in each dwelling. Then you will be able to number them correctly.

Do you remember the concepts that you already studied about building, unit, dwelling and household?

### 1. Order number of the Dwelling

Write in the boxes the order number of the dwelling that you are enumerating, according to the order in which you are carrying out the visits.

[Below the text is a form.]

The first dwelling that you enumerate in your route corresponds to the number 001.

Number the following dwellings in sequential form: 002, 003, etc.

## 2. Number of the household within the dwelling

If more than one household exists in the same dwelling, number them in sequential form: 01, 02, 03. Then, the first household that you enumerate within a dwelling will correspond to the number 01, the next 02 and so on. (This you can observe in the previous form).

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## 3. Neighborhood

Write down the name of the neighborhood where the dwelling is located.

## 4. Address

Write down the complete address of the dwelling. Include the number of the apartment, when it is a building with apartments or the number of rooms, when it is a building with room-type of dwellings.

Some cases that can be presented to you are resolved taking into account the following instructions:

If a dwelling has more than one entrance with different addresses or an entrance with two identification signs, write down the two addresses. Example: Street 65 No. 20-14 and 20-16.

If a dwelling does not have any sign that identifies it, register the address in accordance with the neighbors' signs. Example: Cra. 18 between 17-84 and 17-88.

If it is not possible for you to identify the address of the dwelling, write down the name of the head of the household 01 (whom you enumerate first). Example: Jaime Velásquez.

If a dwelling does not have a sign but rather another type of numbering, write it down. Example: #126 of the SEM (Malaria Eradication Service).

## 5. Name of the farm, administrative section, administrative unit or precinct

This number is filled out only in a rural area of the municipality, therefore you should leave it blank because your place of work is found in urban areas.

[Below the text are two forms.]

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## II. Dwelling Information

[Applies to household number one only]

## 6. Type of Dwelling

Take into account the definitions that you studied in the section "Concepts for Census 93" (Pages 105, 106), to respond to this question.

[Below the text is a form.]

## 7. Occupancy of the dwelling

Take into account the following criteria:

[Below the text is a form.]

**Occupied with persons present** When at the moment of the census a person or persons are present in a dwelling who live in it.

**Occupied with all persons absent** When in a dwelling there is furniture and domestic equipment, but its inhabitants are absent at the moment of the census; or when an adequate interviewed person is not found in the dwelling, for example when they are only children, or only with persons with communication difficulties or only domestic employees, etc.

**Unoccupied** When a dwelling is uninhabited.

Before selecting the response, verify the condition of occupancy. If you do not receive a response when knocking on a dwelling, consult with the neighbors to know if it is uninhabited (option 3) or its inhabitants are absent in the moment of the census (option 2).

Do not trust signs such as "For sale" or "For rent", it is possible that it is occupied. Always knock on the door.

You can find the case of **dwelling that are used for lodging in certain times of the year**, as vacations, three day weekends, weekends (persons who at times occupy it reside in another place). Consider them **unoccupied**.

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If you marked option 3, "Unoccupied", erase the annotation that you made in question "2 No. of the household within the dwelling" and write 00. Stop filling out the form here and continue to the next dwelling.

## 8. Predominant material in the exterior walls

Outside wall is understood to be any of the outside sides, façades, or walls that enclose a dwelling.

[Below the text is a form.]

Take into account the groupings that are made in the form. When there are many materials, choose the option of the predominant.

**Cement block or brick** Cooked mass of clay or other earthen material molded into a rectangular form.

**Prefabricated material** Walls made in a series, of a single piece of concrete or from asbestos-cement ("eternit", "colombit" or any other brand) like those that are installed in some blocks of apartments.

**Pressed mud wall** Wall that is raised only one time with mixed and rolled mud in an oven.

**Adobe** Uncooked mass of mud and straw, molded in rectangular form, dried outside in the sun.

**Cane with earth (*bahareque*)** Wall that consists of netted bamboo or cane filled with mud.

## 9. Predominant material in the floor

Choose the corresponding alternative taking into account the following criteria:

**Earth or sand** When a floor does not have any type of covering.

**Course wood, board or plank** They are floors elaborated with wooden boards without polishing what is put down, from one side to the other.

**Other material** When a floor has another type of predominant material, different than the previous options.

[Below the text is a form.]

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## 10. How is trash eliminated?

Only consider the predominant form of elimination of trash of the dwelling.

[Below the text is a form.]

#### 11. The dwelling has service of:

This question refers to the dwelling that has facilities, even if at the moment of the interview they cannot be used or are not working.

Do not take into account if the facilities that a dwelling has, correspond to connections of the state, community or are private; the important thing is that it has them.

[Below the text is a form.]

Read word for word the options and mark with "X" those in which the interviewed person responds affirmatively. In the contrary case, leave the option blank.

If a dwelling does not have any of the facilities which the question refers to, mark the option "None".

Mark the corresponding option or options in accordance with the following:

**Electric energy** When a dwelling has electric light facilities, independently from a source that generates it: electric plant, solar batteries, or supplied from a public system.

**Piped water** When a dwelling has water facilities through a pipe.

**Sewer system** When a dwelling has facilities for elimination of excreta and sewage through a system of drainage through pipes.

**Telephone** When a dwelling has a telephone line, or radio-telephone or other forms of electronic communication.

**None** When a dwelling does not have any of the previous facilities.

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#### III. Household Information

Request from the head of the household or an older person who is there, the information corresponding to questions 12 to 22.

#### 12. This household lives in:

This question makes reference to the form of ownership of the space occupied by the household in the dwelling.

[Below the text is a form.]

Keep in mind the following criteria:

**Owned dwelling, completely paid for** Corresponds to a dwelling that belongs to any of the members of the household and do not owe any sum for it.

**Owned dwelling, it is being paid for** Corresponds to a dwelling that belongs to any of the members of the household and who owe some part of its value.

**Rented or subleased dwelling** When one or more members of the family pay, for the right to inhabit this dwelling, a certain amount of money periodically (weekly, monthly, every two weeks).

**Other condition** When a household occupies a dwelling in a condition different than the previous others. For example, they are owners of a building not more than a lot or the dwelling is in litigation (succession, inheritance, encroachment).

#### 13. How many rooms does this household have access to?

Ask for the number of sleeping quarters or rooms used by the members of the household.

[Below the text is a form.]

**Include** rooms that the household uses as living room, dining room, bedrooms, study and those used to work or guard household equipment of materials.

**Do not include** the bath or kitchen or garage. If the last is used for a different function than guarding cars, you should count it as a room.

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#### 14. The toilet facilities used by the household are:

Toilet facilities are understood to be the system used for the elimination of excreta.

[Below the text is a form.]

If the response is "Does not have toilet facilities", mark option 4 and go to question 16, do not ask question 15.

Take into account the following definitions:

**Flush toilet** It refers to a toilet bowl with elbow pipe, that needs to circulate water to eliminate the fecal material.

**Latrine** When the fecal materials fall directly without circulation of water into a pit toilet.

**Expelled to running water like ditch or stream (*bajamar*)** When the fecal materials fall directly into a current of water like a ditch, river or sea.

**Does not have facilities** When a household does not have any type of toilet facilities; it is also named open country (*campo abierto*). Remember that if you marked this option, you should continue with question 16 and leave 15 blank.

#### 15. The toilet facilities are of the use:

Mark the corresponding option in accordance with the response of the interviewed person.

[Below the text is a form.]

Remember to not fill out this for households that responded in question 14: "Does not have facilities".

#### 16. This household cooks:

If the response is "in no part", mark option 6 and go to question 19.

[Below the text is a form.]

Mark a single option taking into account the definitions.

**In a bedroom** When persons of a household cook in a room that they use as a bedroom

**In a living/dining room without a dishwasher** When persons of a household cook in a room that also they use as living room or dining room, in which a dishwasher does not exist (recipient for cleaning dishes that has installations for water and draining water).

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**In a living/dining room with dishwasher** When persons of a household cook in a room that they also use as living and dining room and in it exists a dishwasher.

**In a patio, corridor, shelter, outside** Corresponds to households that prepare their meals in open areas, passageways, or the elements.

**In a room exclusively for cooking** Corresponds to households that prepare meals in a place exclusive and independent of the areas meant for other uses.

**Nowhere** When persons of a household do not cook.

## 17. What is the principal cooking fuel?

Explain to the interviewed person that they should select the alternative that is used most frequently.

[Below the text is a form.]

When in a household more than one source of energy is used for cooking, insist in determining which is the most frequent. Take into account the following criteria:

**Electricity** When an oven or stove works with electric energy.

**Petroleum gasoline, kerosene, cocinol [locally available cooking fuel]** When an oven or stove works with some type of liquid fuel derived from petroleum.

**Gas** When an oven or stove works with gas from pipette or supplied from an outside system.

**Coal** Choose this option when a household uses mineral or vegetal coal.

**Discarded material** When the source of heat comes from the direct combustion of trash or any material different than the previous ones.

## 18. Water for preparing meals comes from:

When two or more sources are used in the same household (for example from a water system and well water; cistern truck and rain water) explain to the interviewed person that the option to select is the one that it used most frequently for preparing their meals.

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[At the top of the page is a form.]

Take into account the following criteria:

**Public well** It is a faucet, pump or faucet located in a place in which all persons of the area have free access, for supplying water.

**Cistern Tank** It is a vehicle adapted for storing and distributing water.

**Water seller** A person who brings water in recipients and sells it for consumption in dwellings.

**River, ditch or spring** When water comes directly from a natural current.

**Rain water** It is water caught and stored in tanks, baskets, or other recipients.

**Bottled water** It is that which has had a previous purification treatment done by company experts and that is obtained in commerce in demijohns, bottles or bags.

You request from the interviewed person the name and surname of each one of the persons who reside in the household, even if they are absent at the moment of the census.

For newborn children who still have not been given a name, write them down as N.N. and their surnames.

If any of members of a household do not want to give their name, you should not insist. Write down the person as N.N. and continue the interview.

[To the left of the text is a form.]

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## 19. What is the name and surname of each person who resides in this household?

Write down the names and surnames of the persons using a line for each person of the household, in the following order in accordance with the relation or relationship that they have with the head of the household.

[The original language text explicitly refers to both male and female grammatical endings in this section.]

Head of the household

Spouse or Companion of the head of the household, from oldest to youngest

Married children of the head of the house, with their respective spouse and children

Parents, in-laws, other relatives of the head

Domestic employees

Others not related.

Always begin with the head of the household.

In the section corresponding to "Concepts of Census 93" you studied what refers to the residents of the household. In this part of the form, to the right of the list, you will find a box in which we remind you who you should enumerate.

[Below the text is a form which, in part, reads:]

**Residents of the household** are persons who comply with the following rules:

Those who live in the household and are found present at the moment of the census; for example family members, employees and their family members, domestic servants and their children if they have them.

Those who live in the household, but at the moment of the census are absent within or outside of the country and do not have residency in another part. It is the case of traveling salespersons, persons on vacation, in bad health, merchant marines.

In general, all persons of the household as domestic employees, pensioned, relatives etc. who do not have residence in another place.

Remember that persons who at the moment of the census are in jail, doing military service in barracks of the Army, Air Force or Navy, in boarding schools, asylums, convents, monasteries, or work camps are **not registered in this form**. These persons will be enumerated in each one of these institutions.

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**20. Are there other persons who reside in this household and who have not been included in the previous list?**

You should always ask this question. It is necessary that you list and, therefore, record the information of all residents of the household (including that of those not present).

**21. Does any of the persons listed reside elsewhere?**

Follow the instructions given in the form.

Remember that the most important criteria for including persons as part of the household is that they do not have residence in another part. In case of doubt, include them.

Once the list is elaborated and revised, begin to enumerate the persons consecutively, beginning with 01.

**22. Total residents in the household**

Write down here the total number of persons who form the household. In case you have to use additional forms, do not forget to count persons who you wrote down there.

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**V. Information about the resident population**

Before beginning the individual interviews, assign a page per person, copying from the list the order number and the name of each person in questions 23 and 24.

Invite each one of the persons, beginning with the head of the household or person identified with the number 01, to respond in a personal and direct form to the questions. Continue the same procedure with

the person identified with the number 02 and so on.

When you have to fill out the form for a minor under 10 years old, or of an absent person, direct it at the head of the household or to an older present person, so that they respond to the respective questions.

When reading the questions replace the suspension points ( . . . ) with the name of the interviewed person whose information you wish to receive, to avoid confusion in the responses.

F1. Ask these questions to all persons

### **23. Person number**

### **24. Name of the person**

Write down in a clear and complete form the number and the name of the person from whom you want to request information

### **25. What is the relation or relationship of . . . with the head of the household?**

The relation or relationship by blood or affinity of the interviewed person is established in relation to the Head of the household (Person 01).

#### **Head of the household**

It is a person recognized by the rest of the members of the household. It is generally a father or mother or the principal economic support of the household.

[Below the text is a form.]

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If persons who form a census household do not recognize anyone as head (for example groups of students or workers who form a common household), choose any of them, who is older than 18 years, as head of the household.

The alternative "son, daughter" (option 3) includes also members of the household who are adoptive children or children of other conjugal unions.

### **26. Man or woman?**

When the interviewed person is supplying information of another person (absent resident, minor or someone with communication problems), always ask if they are man or woman. Remember that only the name does not define sex.

[Below the text is a form.]

### **27. How old is. . . ?**

The number of years refers to the complete age on their last birthday and not the number of years that they will be, nor fractions of years.

[Below the text is a form.]

Frequently the age of children is expressed in months. You should convert it to years. Example: a seven month old child is less than one year, a fifteen month old child is one complete year.

If a person is less than one (1) year old, mark with "X" option "00".

If a person is between one and 97 years old, write the number of years in the boxes.

For persons between 1 and 9 years old, write a zero to the left, for example, "08".

If a person is 98 years old or more, mark with "X" the option "98".

If a person does not know or remember their age, turn to the following:



Request an identity document where the date of birth appears.

Help them establish their age making reference to personal deeds. Examples: age at what age they got married and the time that they have been married; age when the first child was born and the current age of that child.

Help to calculate the age relating it with some historical event known by the person.

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## **28. Does . . . have any of these limitations?**

The objective of this question is to determine the number of persons with permanent limitations in the functioning of their sensory, locomotive, and mental organs.

[Below the text is a form.]

Read each of the alternatives and mark all those that in which the interviewed person answers affirmatively.

If a person answers that they have no limitations or mention something that is not included in the list, mark "none of the previous".

The option "Paralysis or absence of superior members" is marked when a person is missing fingers or has lost movement of them. Also when the problem affects the hand completely, the arm or the forearm. In a similar manner, "Paralysis or absence of inferior members" when the members affected are the feet or legs.

## **29. Does . . . belong to any ethnicity, indigenous group, or black community?**

This question refers to the cultural membership of a person to any indigenous group or black community, not to their physical features or to the color of their skin. It is defined exclusively by how they recognize themselves; that is, because the person recognizes themselves as such.

Because of this, you should ask the question to all persons even if with a simple look it seems to you that you can define them.

[Below the text is a form.]

For example, if you find a household formed by persons with black skin, you should not mark the option 1 "Yes" based on the color of skin of these persons; always ask the question, since they well could answer that they do not belong to any black community.

Mark the corresponding option in accordance with the response of the interviewed person.

If the answer is "Yes", mark option 1 and write the name of the ethnicity or community that they say they belong to.

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## **30. In what municipality was . . . born?**

There are three alternatives: that a person was born in the municipality where you are carrying out the census; that they were born in another municipality in Colombia; or that they were born in another country.

[Below the text is a form.]

Mark the corresponding option in accordance with the following:

1. If a person was born in the same municipality where you are enumerating, mark option 1 "Here".
2. In the second case, write the name of the municipality and department of birth. Remember that you should write the name of the municipality and not of the locality, administrative section, inspectorate, administrative unit or hamlet.

3. If born outside of Colombia, write the name of the country. Be sure that it is the name of the country and not the name of a state or city; for example: Venezuela and not El Zulia or Caracas; United States and not Florida.

F2. Ask these questions to all persons 5 years old or older

**31. In what municipality did . . . live in October 1988?**

Mark the corresponding option keeping in mind the same recommendations of the previous question.

[Below the text is a form.]

**32. Does . . . know how to read and write?**

The response is affirmative if a person can read and write a text even if they do it with difficulty.

[Below the text is a form.]

Although it is infrequent, you can find persons who know how to read but not write. In these cases the response should be negative. It will be equally negative if the person only knows how to sign their name.

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**33. Does . . . study currently in and preschool, primary school, secondary school or university?**

It refers to the attendance in private schools, secondary schools, or universities, in which preschool, primary, secondary or university education is imparted, in present or distant form (primary or secondary by radio and university by distance).

[Below the text is a form.]

It refers also to attendance in establishments of special education (for persons with physical or mental limitations or for advanced students).

If a person currently receives only training courses or workshops, mark the response "No" (option 2).

It is possible that in some regions the census coincides with school vacations. Mark "Yes" (option 1) for the case of students on vacation.

**34. What is the highest educational level that . . . attended?**

It refers to the highest schooling achieved by a person, in accordance with the organization of formal education, preschool, primary, secondary, university and graduate school.

If a response corresponds to options 1, 2 or 3, continue with question 35.

If a response corresponds to options 4, 5 or 6, go to filter F3 and do not ask question 35.

[Below the text is a form.]

**35. How many years did . . . complete in this level?**

Take into account that it concerns registering the number of years passed by a person, in the corresponding level and not the year that they are taking at the moment of the census.

If a person still has not passed any year of the respective level, write "00" in "number of years passed". For example, if currently a person is taking 1st of Secondary (or 6th grade), in question 34 you should have marked option 3 "Secondary" and in question 35 you should write "0".

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Take into account that the interviewed person can respond in terms of grades (new nomenclature) or in years (old nomenclature); in the first case, you should make the conversion to years. For example, if they answer that they are taking 10th grade, you should mark "Secondary" (question 34) and write "4" in "Number of passed years" (question 35).

Remember that if in question 34 you marked options 4, 5 or 6, question 35 should remain unmarked.

F3. Ask these questions to all persons 10 years old or older

### 36. Currently . . . is:

This question refers to the civil or conjugal state of a person at the moment of the census. That is to say, the personal state of each individual in relation to the laws or customs of the country about matrimony.

[Below the text is a form.]

Take into account the following criteria:

**In consensual union** Persons are in this category who, at the moment of the census, live in marital union and have constituted a family, without existing civil or religious marital ties. This union should be of stable character.

**Separated or divorced** A person whose union (married or free union) has been dissolved by legal or de facto means and have not married again and do not live in free union.

**Widowed** A person who was married or in free union and has not married again and does not live in free union after the death of their last spouse.

**Married** It includes persons who have been legally married according to the religions of any creed (Catholic, Baptist, Jewish, etc) or according to civil law (in front of a judge or notary) and who at the moment of the census live in this state.

**Single** Persons who never have married and do not live in free union are considered singles.

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### 37. Last week . . . principally did:

Read the question and the alternatives to the interviewed person until obtaining an affirmative response. You should mark with "X" a single option.

[Below the text is a form.]

Keep in mind the following criteria:

**Looked for work but had worked before** A person who having worked any other time did not have a job last week but did look for work or was waiting for a response to requests that had been carried out previously (Unemployed, unemployed person who looks for work).

**Looked for work for the first time** A person who had never worked, but during the reference week was looking for work (Applicant).

**Did not work because of being on vacation or with permission or other reason** A person who, having employment or work, in the reference week and did not do it. For example, on vacation, on leave, repair of equipment, sickness, strike, or any other temporary interruption of their job.

**Worked** It corresponds to persons who in the week before the census carried out a job for an income in money or kind.

**Studied** A person who during the reference week was dedicated to studying and did not have or look for a job. Students on vacation are included in this category.

**Carried out household duties** A person who, during the reference week, was dedicated to the duties of their own household or directed them and did not have or look for work.

**Is incapacitated to work** A person who because of any permanent disability could not carry out any type of work.

**Lived from retirement payments, pension or investments** A person who, without working, receives income by investments (interest, leasing, dividends or companies) or pensions (of old age, invalid or death). Retirees are those who receive an old age pension.

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**Another situation** Persons whose activity in the reference week cannot be classified in any of the previous options. For example, one who worked without remuneration for goodwill or voluntary entities.

If an interviewed person responds to you that they "Studied", "Carried out domestic duties" or "Lived from retirement payments or investments", ask if along with this, they carried out any other productive activity like for example driving a taxi, worker in a store, etc. If they respond affirmatively to you, mark option 4 ("Working") and erase the other option.

If you marked options 1, 3 or 4 continue with question 38.

If you marked options 2, 5, 6, 7, 8 or 9, go directly to filter F4 and do not ask questions 38 and 39

### **38. What does the company or establishment where . . . works or worked produce or what activity is done?**

Read the question word for word and write in the lines a and b, the key or most important words and phrases that describe the activity of the company where the person works. Because of this take into account the following considerations:

[Below the text is a form.]

This question makes reference to the activity which a company (factory, office, workshop or farm) does where a person works or worked and not the occupation they have in it.

This activity is determined by the goods produced or the service rendered collectively; for example: commerce, transportation, fabrication of leather wallets, tourist services.

This question requires an inquiry, since the responses of persons can be diverse and not refer to the activity of the company where they work, but rather to the occupation that they carry out.

If a person is a worker for their own account, or has a business in their house or manages a profession or trade independently, you should write down the activity that the person does as if it belonged to a company.

In order to give a clear and exact description of the activity, you should indicate a general and a specific function. For example: repair of electric domestic appliances, production of sweaters, production of homemade candy, sale of clothes, business of real estate.

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Let us look at two examples:

If a lawyer works in his profession independently, the activity is "provision of lawyer services" or "independent lawyer"; but if he is employed by a company like Ecopetrol, the activity that you should put is "refining of petroleum".

Let us suppose that in your route you find yourself with the following case: one person who responds to you "I am a zoo technician in Colanta" another who says, "I am a boss of sales in Colanta"; another person, "I drive a truck in Colanta" and finally one who responds "I clean and serve drinks in Colanta".

You should ask these persons what they do in Colanta. That is like, for all the activities of the companies where they work "process of milk" or "producer of lactose products".

### **39. In this job . . . is or was:**

Mark a single option taking into account the following criteria:

[Below the text is a form.]

**Worker, employee** A person who works or has worked for a private employer or the government for a salary in money or in kind.

Directors and administrators in the front of entities or companies are considered employees if they do not own the business.

**Owner, employer** A person who directs their own company or runs for their own account a profession or trade using one or more remunerated employees.

Heads of household by having one or more workers at the service of the household are not considered "patron" or employer.

**Own-account worker** They are persons who run for their own account a profession or trade or manage their own company, without using any remunerated worker. They can work alone, with associates of equal condition or using non remunerated family workers.

**Domestic employee** It is a person who works in a single household different from their own, carrying out their own labors and receiving a salary in money or in kind, understood to be servants, nannies, housekeeper, chauffeurs, gardeners, etc.

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If a person works for different households, you should consider them as "worker on their own account".

**Family worker without remuneration** It is a person who works without remuneration in a company or agricultural or livestock exploitation of a family member.

If they receive any money in a regular form that can be considered a payment, you should consider them worker or employee.

F4. Ask these questions to all women 12 years old or older

#### 40. How many sons or daughters born alive has ... had in her whole life?

Ask the interviewed person for the number of sons and daughters, born alive, that a woman has had during her whole life; write separately, in the corresponding boxes, the number of male and female children.

[Below the text is a form.]

Keep in mind that a mother when taking account of her children can forget some who died or do not live with her. Help with her with questions like "Did you count those who are away?", "Did you count any who have died".

If the interviewed person has doubts about what "born alive" means you can make it clear in accordance with the following:

##### Born alive

It is considered that a baby is born alive when at the moment of birth it shows signs of life like breathing, crying or moving. If a child upon being born shows any of these signs of life and then dies, it is born alive, and therefore should be counted.

It is important to keep in mind the previous because some women declare as still born children who, having been born alive, die during their first hours or months of their life.

If a woman or the interviewed person do not remember or do not know the number of male and female children, born alive, that she has had, write "99" in the boxes corresponding to "No. of male children" and "No. of female children" and continue with the next question.

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**41. Of . . .'s sons and daughters, how many are currently alive?**

This question refers to the number of sons and daughters, declared in the previous question, who on the date of the census were alive, it does not matter whether they reside in the household or not.

[Below the text is a form.]

Write the number of male and female children in the corresponding boxes.

If in the previous question you did not get a response, leave it blank or write "99" and when asking this question you attain any concrete or contradictory number, ask the previous question again (Question 40) and make the correction.

If only one of the boxes has information about children currently alive, write "00" in the other.

If they respond to you that "none" or "all are dead" mark with "X" option "00" and leave blank boxes "No. of male children" and "No. of female children". Go to question 43 and do not ask question 42.

If a woman or the interviewed person do not know how many children are alive or dead, write "99" in the boxes "No. of male children" and "No. of female children".

**42. How many of . . .'s sons and daughters currently live outside of Colombia?**

Write the number of "No. of male children" and separately the number of "No. of female children" who live or reside at the moment of the census outside of the country. If none of the children alive reside outside of the country, mark with "X" option "00".

[Below the text is a form.]

If the interviewed person does not know this information, write "99" in the boxes "No. of male children" and "No. of female children".

If only one of the boxes has information about children abroad write "00" in the other

**43. In what year and month did . . . have her last child born alive?**

Write in the box "year of birth" the last two digits of the year in which this last son or daughter was born and mark with "X" the month of birth.

[Below the text is a form.]