

## INSTRUCTIONS FOR FILLING IN THE FORM

1. Fill in the form according to the identification card.
2. Use ball-point pen and write in capital letters.
3. Be careful that your handwriting is legible.
4. Fill in this form if the address is current usual residence of the household, even though a form has previously been filled in for this household at their previous usual residence.
5. Do not fill in this form if the address is not the usual residence but their second dwelling of the household, and a form has already been filled in for this household at their usual residence.
6. Fill in the form as well as for the persons residing in places like offices, depots, etc.
7. If the number of household members is more than 10, extra forms must be filled in for this household. In this case, the "Form No" of the first form should be copied to the "First Form No" sections of the extra forms, at the right bottom of the forms.
8. In case that you cannot submit the filled form to the interviewer, submit the form to the registration office or muhtar's office. The addresses of the registration office and muhtar's office are written on the first page of the form.

## EXPLANATIONS RELATED TO THE QUESTIONS

**01. Is this address the usual residence (where the household spends the majority of the time during the year) address of the household?** Usual residence address is the address where the household lives continuously or for the majority of the year. If the address, which is written on "Address Information" part, is usual residence address for this household, mark "Yes" box, if it is the second dwelling like summerhouse, winter house, plateau house, etc., mark "No" box.

**Usual residence:** Usual residence of a person is the address where he/she lives continuously or for the majority of the year. If a person regularly lives in more than one residence during the year, the one where he/she spends the majority of the time during the year will be taken as usual residence. Besides, the place where a person stays in with the intention of residing for at least 6 months will be accepted as usual residence, too.

**Second dwelling:** Other than the place where household usually resides, it is the place where household stays in for specific periods of the year like summerhouse, winter house, plateau house, etc.

**02. How many persons constitute this household?** Number of persons that constitute this household will be written.

**Household:** One person or group of persons with or without a family relationship who reside in the same house.

**03. In your household, is there anyone engaged in agricultural activity as self-employed or employer?** This question includes persons who grow crops and/or farm animals as self-employed or employer in their main activity or secondary activity. If there is at least one person who grows crops or farms animals in the household, "Yes" box, if not, "No" box will be marked. Mark "No" box for a person who is engaged in hunting, forestry, farming poultry (hen, goose, turkey, duck, ostrich, etc.), fishing or agricultural services activity (operation of agricultural machines, operation of agricultural watering systems, classification, bagging, packing services after harvest, etc.).

**04. What is the monthly average net income of this household?** Sum of the monthly average net income of every member of the household will be written.

**05. What is your household's source of livelihood?** If the source of livelihood of the household consists of income like salary or wage in the last year, mark first choice; if it consists of trade, service, industry, agriculture, property or real estate income, mark second choice; if it consists of aids from individuals or institutions (including old age/disable salary extended in Law no. 2022), mark third choice. More than one choice can be marked.

**06. Name and surname:** Persons who stay in this household continuously or for the majority of the year will be accepted as household members. After writing down the responsible person of the household as first one, other household members (including persons in compulsory military service) will be written in age order. Names and surnames of the persons will be identical to their identification cards, and will not be shortened.

**Responsible person of the household:** He/she is the adult household member who has enough information about socio-economic status of the household and personal qualifications of all household members, and responsible for the management of the household.

**07. Nationality :** "Turkish citizens" box will be marked for those who are Turkish citizens, else "Other citizens" box will be marked. For foreigners, name of the country and passport number will be written according to their passports.

**Foreigners residing in Turkey:** Foreigners who reside in Turkey for a period of at least 6 months or come to Turkey with the intention of residing here for at least 6 months.

**08. Turkish Republic identification number:** It is the 11-digits number which is given to the Turkish citizens. Persons who do not know their Turkish Republic identification numbers can learn their numbers from district directorates of population or "www.tckimlik.gov.tr" addressed web site.

**Questions 09-13:** Information related to these questions will be filled in according to identification cards for Turkish citizens and passport information for foreigners.

**14. Relationship to the responsible person of the household:** Code of the choice regarding to the relationship to the responsible person of the household for those living in the household, will be written into the relevant box. For the members, whose relationship to the responsible person of the household is not included in the choices or having no family relationship, code of "Other" choice will be written into the relevant box.

**15. Level of education:** Code of the level of education of last completed school (last completed school, not attending school) for each member aged 6 and over, will be written into the relevant box. For instance; level of education of a student studying in the university will be coded as "High school or equivalent vocational school graduate". Level of education of foreigners will be filled in by taking into consideration the duration of all schools completed.

## ADDRESS BASED POPULATION REGISTRATION SYSTEM HOUSEHOLD FORM

**THE AIM OF THE STUDY IS TO DETERMINE THE USUAL RESIDENCE ADDRESSES OF THE TURKISH CITIZENS AND FOREIGNERS LIVING IN TURKEY AS REQUIRED IN THE POPULATION SERVICES LAW NO. 5490.**

### TO THE ATTENTION OF THE HOUSEHOLD!

1. Form will be filled according to the instructions given on the last page of the form, and signed by one of the adult household members who has enough information about the individuals residing in the household.
2. The form will be filled according to the Turkish Republic identification number and identification card for Turkish citizens, and passport information for foreigners.
3. Persons who do not have identification cards will apply to the district directorate of population and get their identification cards without implementation of penal procedures.
4. As required in the Population Services Law no. 5490, filling in this form is obligatory for everyone residing in Turkey. For those who do not fill in the form, penalty of 2000 YTL will be implemented in accordance with the Article no. 54 of the Law no. 5429.

### ADDRESS INFORMATION

Do not make any corrections on the address on the label.  
If you think there is a mistake, inform the interviewer about this mistake.

Household telephone no :     -

### This section will be filled in by the interviewer.

If the form was not filled in, the reason is;

- 1  Empty dwelling (no one resides in this dwelling)
- 2  This address is not a dwelling (office, depot, plot, ruin, etc. where no one resides)
- 3  No one was found in the dwelling during the period of field application
- 4  This address is the second dwelling (summerhouse, winter house, plateau house, etc.) of the household and a form has previously been filled in at their usual residence.
- 5  Other (explain)  
.....

**01. Is this address the usual residence (where the household spends the majority of the time during the year) address of the household?**

- 1  Yes  
2  No (summerhouse, winter house, plateau house, etc.)

**02. How many persons constitute this household?**

**03. In your household, is there anyone engaged in agricultural activity as self-employed or employer?**

- |   | Yes                        | No                         |
|---|----------------------------|----------------------------|
| a) Growing of crops (growing of vegetables and fruits in arable fields) | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| b) Farming of animals   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> |

**04. What is the monthly average net income of this household?**

- 1  0 - 150 YTL    2  151 - 350 YTL    3  351 - 500 YTL  
4  501 - 1000 YTL    5  1001 YTL and over

**05. What is your household's source of livelihood?**

(More than one choice can be marked)

- 1  Salary, wage  
2  Trade, service, industry, agriculture, property or real estate income  
3  Aids from individuals or institutions  
(Including old age/disable salary extended in Law no. 2022)

**Information in this form is given by myself and I declare its correctness.**

**Respondent's;**

Name and surname : .....

Signature : .....

Date : ..... / ..... / 200...

**This part will be filled in by the interviewer before submitting the form to the household in case of leaving the form in the household.**

**Office's ;**

Address : .....

Telephone no :     -

**Head of the quarter's (muhtar's) ;**

Address : .....

Telephone no :     -

**Interviewer's:**

Name and surname : .....

Signature : .....

Form No

**Controller's:**

Name and surname : .....

Signature : .....

First Form No

(İngilizce)

SERIAL NUMBER	NAME AND SURNAME AFTER READING THE ARTICLES A AND B CAREFULLY, WRITE DOWN THE NAMES AND SURNAMES OF INDIVIDUALS RESIDING IN THIS HOUSEHOLD.  A. After writing down the responsible person of the household as first one, write down other household members (including persons in compulsory military service) in age order.  B. Do not include persons living in nursing homes, orphanages, prisons, student dormitories, and persons living in other localities or abroad for a period of at least 6 months for the purpose of training, business, etc.	NATIONALITY	TURKISH REPUBLIC IDENTIFICATION NUMBER  (Write 11 digits Turkish Republic identification number to the related boxes legibly)	FILL THIS PART BY USING IDENTIFICATION CARD					RELATIONSHIP TO THE RESPONSIBLE PERSON OF THE HOUSEHOLD (Responsible person of the household is the adult household member who is responsible for the management of the household) 1. Responsible person of the household 2. Wife/Husband 3. Son/Daughter 4. Father/Mother 5. Brother/Sister 6. Father-in-law/Mother-in-law 7. Daughter-in-law/Son-in-law 8. Grandchild 9. Other  (Write the code of the suitable choice into the below box)	LEVEL OF EDUCATION (Answer for the persons aged 6 and over) 1. Illiterate 2. Literate but not school graduate 3. Primary school graduate 4. Junior high school or equivalent vocational school graduate 5. High school or equivalent vocational school graduate 6. College or faculty graduate 7. Master 8. Phd  (Write the code of the suitable choice into the below box)
				SEX	DATE OF BIRTH	DO NOT FILL THIS PART FOR FOREIGNERS				
(06)	(07)	(08)	(09)	(10)	(11)	(12)	(13)	(14)	(15)	
01 <input type="checkbox"/>	Name : ..... Surname: .....	1 <input type="checkbox"/> Turkish citizens 2 <input type="checkbox"/> Other citizens Country : ..... Passport no: ..... (Go to <b>Question 9</b> for other citizens)	.....	1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female Day : ..... Month: ..... Year : .....	.....	.....	.....	Province: ..... District : .....	.....	
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