

Guidance Document

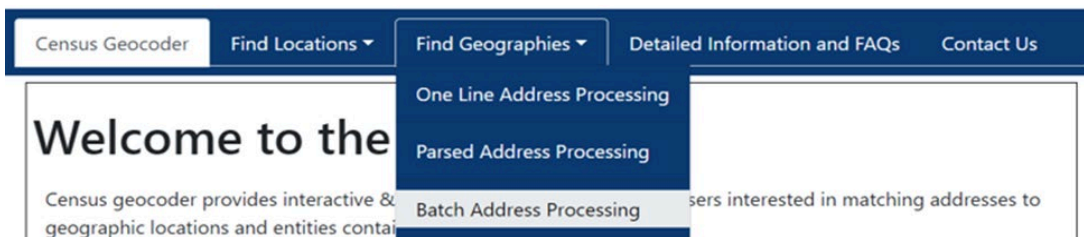
Using the U.S. Census Bureau Geocoder to Find Census Tract for Multiple Addresses

Follow the steps below to use the Geocoder tool to find census tracts for a group of up to 10,000 individual addresses to support the VDH Cardiovascular Health (CVH) programs.

1. Navigate to the U.S. Census Bureau Geocoder tool:

<https://geocoding.geo.census.gov/geocoder/>

2. Use the 'Find Geographies' menu option to select 'Batch Address Processing'.



3. Create an Excel or csv file with the following information in each column to be uploaded into the Geocoder tool. Up to 10,000 addresses and 5 MB in size can be uploaded as a single batch file.
 - A. Serial number (unique row identifier)
 - B. Street address
 - C. City
 - D. State
 - E. ZIP Code

Example of file layout:

A	B	C	D	E
1	600 Winte	Glen Allen	VA	23011
2	123 Spring	Richmond	VA	20222
3	201 First S	Richmond	VA	20111
4	555 Secon	Richmond	VA	22111

Note: **Do not include any column or variable names in the top row.** Do not include anything other than the address information in the file.

4. Select the Excel or csv file created in step 3 as the Address File to upload then click on the 'Get Results'.

5. An Excel file will download when the geocoding is complete. The file will now have new columns added to the right of the addresses submitted, including three columns: STATE CODE, COUNTY CODE, AND TRACT CODE

	I	J	K	L
	STATE CODE	COUNTY CODE	TRACT CODE	BLOCK CODE
	51	760	030502	1063

6. To obtain the **11-digit census tract number**, combine the three columns: STATE CODE, COUNTY CODE, AND TRACT CODE. Use the 'CONCAT' formula shown in column M.

I	J	K	L	M
STATE CODE	COUNTY CODE	TRACT CODE	BLOCK CODE	11 digit census tract
51	760	030502	1063	=CONCAT(I4,J4,K4)

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