

## LACS<sup>Link</sup>® Software Interface Distribution Certification Procedures

**Attention Distributor Licensee Applicants: Applicant is prohibited from representing to third parties that USPS® has certified Applicant's software product until USPS issues a software certification notice and Software Interface Distribution License Agreement to Licensee as described in Step 2, below. Prior to receiving the software certification notice from USPS and executing a Software Interface Distribution License Agreement with USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the LACS<sup>Link</sup> product.**

The following material describes the process for an Applicant to qualify for a license to distribute LACS<sup>Link</sup> software. Information for each step of the certification process is included.

Full requirements are set forth in the USPS LACS<sup>Link</sup> License Agreements and related documents. In the event of a conflict between this document and the standard LACS<sup>Link</sup> License Agreement, the terms of the LACS<sup>Link</sup> Licensee Agreement prevail.

Applicant must submit all materials to USPS at the following address:

LACS<sup>Link</sup> PRODUCT DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 101  
MEMPHIS TN 38188-0001

### Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Security Documentation

USPS will notify Applicant if it determines that Applicant has completed Step 1 to the satisfaction of USPS.

### Step 2. Execution of License

Upon successful completion of Step 1 and issuance of a certification notice under the separate Software Developer License, USPS will forward a standard LACS<sup>Link</sup> Software Interface Distribution License Agreement ("License Agreement") for signature. **The LACS<sup>Link</sup> License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Upon receipt of the original signed standard LACS<sup>Link</sup> Software Interface Distribution License Agreement, the USPS Contracting Officer's Representative will execute the license agreement and a copy of the executed license agreement and the license/data

fee invoice (if applicable) will be mailed to the LACS<sup>Link</sup> Software Interface Distributor via Express Mail.

Payment must be received within ten (10) calendar days from receipt of the executed license agreement. Once payment is received USPS will list the Licensee as a Licensed LACS<sup>Link</sup> Distributor and/or begin LACS<sup>Link</sup> Production data distribution if applicable.

**NOTE:** Companies writing and/or who have written (authored) their own Address Matching Software; the LACS<sup>Link</sup> Interface Distribution License Fee is waived.

**The Software Interface to be distributed under the standard Software Interface Distribution License Agreement must be developed, certified and maintained by Applicant under a separate Software Interface Developer Agreement.**

**Step 1**  
**LACSLink® Software Interface Distribution**  
**Application**

**Please Print:**

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_  
North American Industry Classification System (NAICS): \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Parent Company (if applicable): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Terms and Conditions of Application for License**

1. Applicant understands and agrees that License is limited to distributing and marketing Interfaces as a component of Applicant's Products to users for their use with the LACSLink Product in the Field of Use in accordance with the License Agreement.
2. Prior to consideration for a LACSLink Software Interface Distribution license, Applicant must demonstrate its capability of software development, support and maintenance to the sole satisfaction of USPS. Applicant must submit the Self-Certification Statement, along with this Application to enable USPS to make this determination.
3. Applicant is not eligible to receive a LACSLink Software Interface Distribution license prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is successful, and (3) certifying the Applicant's specific LACSLink software.
4. Applicant is prohibited from representing to third parties that USPS has certified Applicant's software until such time as Applicant receives a software certification notice from USPS. Prior to receiving the software certification notice from USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the LACSLink product.
5. USPS is not liable for any and all costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the distribution or testing of Applicant's proposed LACSLink software.
6. Applicant is in good standing under all existing license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.
7. USPS may elect not to award Applicant a Software Interface Distribution license agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.

**I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS LACS<sup>Link</sup> Software Interface Distribution License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (US Code, Title 18, Section 1001.)**

Applicant Name: \_\_\_\_\_

By: \_\_\_\_\_ (Signature)

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Step 1**  
**LACSLink® Software Interface Distribution**  
**Self-Certification Statements**

***The following provides clarification and specifics for Item 2 of the Application. This must be provided for evaluation along with the Application.***

1. A narrative describing the nature of the applicant's business, with emphasis on its experience in software distribution, support and maintenance.
2. A description of how the applicant plans to utilize LACSLink technology as part of its business or service offering.
3. Key Personnel list (attached)
4. Please provide a narrative on how the LACSLink technology will be secure. A diagram and/or flowchart describing the specific measures may be provided. (Attach separate documents if necessary.)

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

**Step 1**  
**LACS<sup>Link</sup>® Software Interface Distribution**  
**Key Personnel**

**LICENSING CONTACT: (Primary contacts for licensing issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**SITE CONTACT: (Primary contacts for operational issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**MEDIA CONTACT: (Primary contacts for CD fulfillment)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**Step 1**  
**LACS<sup>Link</sup> Software Interface Distribution**  
**Key Personnel**

**TECHNICAL CONTACT: (Primary contacts for technical issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**MARKETING CONTACT: (Information to be posted on USPS RIBBS Website  YES  NO)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Company Web site: \_\_\_\_\_  
Customer Service Email: \_\_\_\_\_  
Customer Service Phone: \_\_\_\_\_

**BILLING CONTACT: (Primary contacts for billing issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**Step 2**  
**LACSLink® Software Interface Distribution**  
**Execution of License**

Upon USPS determining that Developer has successfully completed Step 1 and USPS issuance of a software certification notice under separate License Agreement, USPS will forward an approval letter, a prorated fee chart and a standard LACSLink Software Interface Distribution License Agreement to Applicant. **The LACSLink License Agreement must be signed by an officer who possesses all necessary legal authority to sign on behalf of the company, firm, or organization.** The signed, original agreement and fee payment must then be returned to the USPS at the following address:

**LACSLink LICENSING DEPARTMENT**  
**NATIONAL CUSTOMER SUPPORT CENTER**  
**UNITED STATES POSTAL SERVICE**  
**6060 PRIMACY PKWY STE 101**  
**MEMPHIS TN 38188-0001**

Upon USPS review and approval of the signed License Agreement and receipt of the license fee, USPS shall execute the License Agreement and return a copy to Applicant.