

LACSLink® End User Certification Procedures

The following describes the process for an Applicant to qualify for a license to utilize the LACSLink data. Information for each step of the certification process is included.

Full requirements are set forth in the USPS LACSLink License Agreement and related documents. In the event of a conflict between this document and the standard LACSLink License Agreement, the terms of the LACSLink License Agreement prevail.

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

LACSLink 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 USPS will forward a standard LACSLink End User License Agreement (“License Agreement”) for signature. **The LACSLink 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 LACSLink End User 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 LACSLink End User Licensee 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 Express the LACSLink Production CD and begin LACSLink Production fulfillment monthly.

NOTE: LACSLink End User Annual License fee waived for NCOALink® Full Service Providers.

Step 1
LACS^{Link}® End User
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 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.
2. Applicant is not eligible to receive a LACS^{Link} End User license prior to USPS: (a) completing its acceptance testing of the software, (a) determining, in its sole discretion, that the testing is successful, and (c) certifying the Applicant's specific LACS^{Link} software, if applicable.
3. 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.
4. The United States Postal Service LACS^{Link} data may only be used by Applicant to update addresses and mailing lists and/or to provide list processing services that are used to prepare mail for the purpose of acceptance and delivery by the United States Postal Service.
5. USPS may elect not to award Applicant a LACS^{Link} End User license agreement in the event that USPS determines Applicant has violated any of the terms and conditions set forth above.
6. Prior to consideration for a LACS^{Link} License, Applicant must demonstrate its capability of mailing list preparation to sole satisfaction of the USPS. **The Applicant will submit the Self-Certification Statement, along with this application** to enable USPS to make this determination. This information should include a description of the Applicant's business and mailing-related functions and its experience in this field. Refer to the page titled "Self-Certification Statement" for the minimum specific information that must be provided.
7. Applicant shall submit written notice to USPS of any material change to the information submitted as part of the application and supporting documents within thirty (30) days of the occurrence of such change.

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^{Link} End User 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
LACS^{Link}® End User
Confidentiality Statement

All material supplied in connection with the application for and use of LACS^{Link} Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with LACS^{Link} technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service[®].

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 using the LACS^{Link} Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards a LACS^{Link} License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into a LACS^{Link} License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. 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.

Product Name: **LACS^{Link}® Product**

Company Name (please print): _____

Name (please print): _____

Title: _____

Signature: _____ Date: _____

Please sign and return to:
LACS^{Link} CERTIFICATION DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001

Step 1
LACS^{Link}® End User
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 mailing-related functions and experience in this business.
2. A description of how the applicant plans to utilize LACS^{Link} technology as part of its business or service offering.
3. Key Personnel list (attached)
4. Software Product Information
5. Please provide a narrative on how the NCOA^{Link} data/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
LACSLink® End User
Software Product Information

Please complete the below information with hardware and software used to interface with the LACSLink data.

Company Name & License Number : _____

Platform or Operating System : _____

LACSLink Software Vendor : _____

LACSLink Software Product Name : _____

LACSLink Software Product Version : _____

Is Software Hardware Dependent? : _____

Address Matching ZIP + 4® Product Name _____

Address Matching ZIP + 4 Product Version: _____

Address Matching ZIP + 4 System: **PLEASE CHECK ONE:**

- Open System – Defined as having the ability to modify, adjust, or tweak the application in a manner that will affect the applications ZIP + 4 matching decisions. Licensees using an Open System must independently obtain CASS certification for the system.
- Closed System – Defined as **NOT** having the ability to modify, adjust, or tweak the application in a manner that will affect the applications ZIP + 4 matching selection or decisions. Licensees using a Closed System will not be required to obtain separate CASS certification for the system.

DPV Product Name: _____

DPV Product Version: _____

NCOALink Software Vendor: _____

NCOALink Software Product Name: _____

NCOALink Software Product Version: _____

LACSLink Software options:

- Integrated – Address Matching and NCOALink software are integrated into a single software package.
- Standalone – Address Matching and NCOALink software are separate software packages.

Note: The USPS shall not be obligated to pay any costs incurred in preparing any technical proposal, software development costs, or testing costs regardless of whether or not the USPS awards a LACSLink License to the applicant.

Step 1
LACS^{Link}® End User 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
LACSLink® End User 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
LACS^{Link}[®] End User
Execution of License

Upon USPS determining that Applicant has successfully completed Step 1, USPS will forward an approval letter, a prorated fee chart and a standard LACS^{Link} End User License Agreement to Applicant. **The LACS^{Link} 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:

**LACS^{Link} CERTIFICATION 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.