

**LICENSE PERFORMANCE REQUIREMENTS**  
**SECOND GENERATION DELIVERY SEQUENCE FILE**  
**LICENSED SERVICE**

### **1.1 GENERAL**

There are 145 million confirmed delivery points in the United States today. The Delivery Point Validation System (DPV) is one product of the SnappCheck Address Management Technologies™ tools that identifies whether a ZIP+4 coded address is currently represented in the USPS delivery point file as a valid delivery. A CASS-certified ZIP+4 address-matching product matches and standardizes addresses within a range of valid addresses. Incorporating the DPV System along with your ZIP+4 system takes it one step further and validates that the coded address is a confirmed USPS delivery point. Utilization of the DPV system will allow users to confirm valid deliverable addresses as well as identify potential addressing issues that may cause problems with delivery. Correcting potential addressing issues can reduce the amount of undeliverable-as-addressed (UAA) pieces, which in turn will result in more efficient mail processing and delivery.

### **1.2 PURPOSE**

The purpose of these performance requirements is to enhance the processing and delivery of mail and provide mutual cost reduction opportunities through improved efficiency by ensuring that USPS customers have access to the following address list services:

- Acceptable standardization and address matching services
- Detection of Undeliverable Addresses (excluding Change of Address)
- Delivery sequence information for existing addresses in the mailer's file.
- Address-level attributes

A second purpose of these performance requirements is to establish standard performance and service criteria for Second-Generation Delivery Sequence File – Licensed Service (DSF<sup>2</sup>) providers.

The DSF<sup>2</sup> Licensee's matching software must adhere to specific USPS directions regarding the provision of the licensed services as well as to the matching rules and specifications herein. Licensees must prepossess or obtain Coding Accuracy Support System (CASS) certification for ZIP+4 processing prior to DSF<sup>2</sup> licensing. In addition, licensees will be tested on a periodic basis using a test address file similar to CASS. CASS is an existing USPS certification process available to all commercial firms.

Licensee is responsible for providing all necessary interface software.

### **1.3 PRODUCT DESCRIPTION**

The basis of DSF<sup>2</sup> services is the Licensee's implementation of the USPS technology contained in the DPV System. DPV utilizes what is referred to as a "hash" table, or binary data tables that include representations of known addresses and address attributes. The hash tables are secure data sets that will only provide a "yes or no" answer, (i.e. "Does the USPS deliver mail to 123 Main St?"). No new information is provided from the use of the DPV data, (i.e. "Who lives at 123 Main St?").

The base DPV hash tables are about 500 MB, and will require extensive programming by the Licensee to interface with ZIP+4 matching software. In addition to the base DPV hash table, there are 15 separate hash tables used to return various address attributes. Two additional products are needed to perform the DSF<sup>2</sup> Licensed Service, the Enhanced Line-of-Travel (E-LOT) Product and the Delivery Statistics Product. Each licensee shall be responsible for integrating the DPV table, the address attribute tables, and the E-LOT and Delivery Statistics data sets used in fulfillment of the DSF<sup>2</sup> Licensed Service.

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Updates of all hash tables and product files will be provided via CD to licensees. Licensees shall synchronize the integration of all data sets and product files with the corresponding CASS-certified ZIP+4 Product updates to provide the most up-to-date address information and attribute data.

## **2.0 DEFINITION**

The DSF<sup>2</sup> Licensed Service, for the purpose of authorized usage, is defined as query to a series of USPS secure hash tables that validates the delivery point as existing within the USPS delivery point file. The input to the DSF<sup>2</sup> process is in the form of a 9-digit ZIP+4 Code and a parsed address. The output is in the form of a 'Yes' (delivery point is confirmed) or 'No' (delivery point not confirmed). No address or name information is returned. The DSF<sup>2</sup> product will contain additional hash tables, which may be queried to ascertain specific information about a validated address.

## **3.0 GENERAL REQUIREMENTS**

- 3.1 Licensees seeking DSF<sup>2</sup> certification must comply with all requirements, specifications, and report formats contained within the DSF<sup>2</sup> License Agreement, the DSF<sup>2</sup> Licensee Performance Requirements, and the most current version of the DSF<sup>2</sup> Interface Developers Guide. Specifications and requirements within these documents shall be considered valid, unless exceptions are explicitly allowed by the USPS in writing.
- 3.2 A Licensee or software developer writing an interface to the DPV system hash tables must first ensure that the address list is processed through USPS CASS-certified software to obtain a 9 digit ZIP Code and a parsed address immediately prior to the validation process. The DPV process only validates delivery points, it cannot assign a ZIP+4 Code nor will it respond to a non-ZIP+4 coded address. The Licensee will be expected to maintain the current performance standard required for CASS certification as defined within the most current CASS cycle. The interface must be reviewed, tested, approved by the USPS prior to any actual DPV processing occurring in a production environment to ensure that all license requirements are met. After review, the USPS will provide the Licensee with written approval or rejection of their proposed interface system.
- 3.3 Product fulfillment will be directly to the Licensee upon CD-ROM media. CD1 has the base DPV table, the False-Positive table, CMRA table, and the LCD look up table. CD2 contains twelve (12) additional tables: Drop, Business, Throwback, Seasonal, Seasonal/Educational, Vacant, Curb, NDCBU, Central, Door Slot, No Stat, LACS indicator, Seed Table, and Drop Count. Other required products, including the Enhanced Line-of-Travel (E-LOT) product and the Delivery Statistics shall be provided separately. Licensee shall be capable of processing CD-ROM media to obtain the various data sets and product files.
- 3.4 The USPS shall update the DPV data tables on a monthly basis. Licensee shall incorporate updated DPV tables immediately within 3 business days of receipt. Licensee shall utilize a monthly release of the ZIP+4 product, incorporating use within three business days of receipt. Licensee shall coordinate the update of DPV tables, E-LOT, and the Delivery Statistics File with the equivalent monthly release of the ZIP+4 File.
- 3.5 The interface system, if operating on a network, must be in an environment both physically and electronically secure in order to avoid unauthorized use.
- 3.6 Copies of this document file and all associated documents will be published on the RIBBS website at <http://ribbs.usps.gov/dsf 2nd Generation>.

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**4.0 SPECIFIC REQUIREMENTS**

- 4.1 The Licensee shall develop a statistics capture program to collect processing data associated with the performance of the DSF<sup>2</sup> Licensed Service. This program will capture at a minimum the items identified in the Statistics Report File Layout shown in Figure 1. DSF<sup>2</sup> licensees shall ensure that every address attribute table is logically probed to establish every applicable address attribute for each processed record. This shall occur regardless of whether the address attributes were requested by the customer and shall be reported in the Statistics Record for each processing run.
- 4.2 The statistics must be completed during each run. The Licensee will collect all statistic files from all runs and submit them to the USPS on a monthly basis.
- 4.3 There are minimum volumes of records/addresses that the licensees will be expected to process. Each year the minimum processing volumes will be established for each licensee according to USPS requirements.
- 4.4 DSF<sup>2</sup> Licensed Service providers must perform at least 51% of their list processing on behalf of commercial customers and must limit processing of their own lists to no more than 49% of the total usage.
- 4.5 Footnotes: Licensees will provide footnotes identified at Figure 2 to their customers.
- 4.6 The Licensee-developed statistics capture program must include a unique customer number (4 Numeric) (i.e. 1234) and the date (ddmmyyyy) of processing for each customer. The customer number will consist of the four-digit number assigned by Licensee to identify specific customers. Multiple customers in the same company shall have unique customer numbers.
- 4.7 Monthly, the Licensee shall forward to the USPS the required statistics file containing the summary of processing statistics performed by customer during the previous month. The file must be named using the following naming convention: (Licensee Number)[mmyy].dat (e.g. 12340201.dat). This file shall be submitted to the USPS on diskette or via file transfer protocol (ftp) within three business days of the first of each month.
- 4.8 The monthly reports begin on the first of the month and terminate after the last day of month. The reports must be submitted within three (3) business days after the first of each month to:

DSF<sup>2</sup> LICENSED SERVICE DEPT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

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**4.9** Per Paragraph 13.3 in the License Agreement, DSF<sup>2</sup> shall not be used to facilitate the artificial creation of address lists. To detect conditions when address records appear to be the result of artificial manufacture and not legitimately obtained addresses, a “seed” table of artificially manufactured addresses is provided as part of the DPV System. These seed addresses reside in the False Positive table. For each negative response that occurs in a query of the DPV hash table (Table A), a query must be made to the False Positive table. Anytime an address encounters a hit in the False (hsf) table, the Licensee should continue processing, but must notify the USPS of the customer’s name and address (using the file layout below) and shall withhold update to the customer until approval from the USPS is provided. The Licensee must transfer a file containing the affected addresses from each address list to the following address:

[Dsf2stop@email.usps.gov](mailto:Dsf2stop@email.usps.gov)

**DSF2 FALSE POSITIVE HEADER RECORD**

<b>FIELD REFERENCE NUMBERS</b>	<b>FIELD DESCRIPTION</b>	<b>LOGICAL LENGTH</b>	<b>RELATIVE POSITION FROM/THRU</b>	<b>CONTENT NOTES</b>
1	MAILER’S COMPANY NAME	40	01-40	
2	MAILER’S ADDRESS LINE	58	41-98	
3	MAILER’S CITY NAME	28	99-126	
4	MAILER’S STATE NAME	02	127-128	
5	MAILER’S 9DIGIT ZIP	09	129-137	
6	TOTAL RECORDS PROCESSED	09	138-146	
7	TOTAL RECORDS DPV MATCHED	09	147-155	
8	% MATCH RATE TO DSF2	09	156-164	
9	% MATCH RATE TO ZIP+4	09	165-173	
10	NUMBER OF ZIP CODES ON FILE	05	174-178	
11	NUMBER OF FALSE POSITIVES	02	179-180	

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**DSF2 FALSE POSITIVE RECORD**

<b>FIELD REFERENCE NUMBERS</b>	<b>FIELD DESCRIPTION</b>	<b>LOGICAL LENGTH</b>	<b>RELATIVE POSITION FROM/THRU</b>	<b>CONTENT NOTES</b>
1	STREET PRE-DIRECTIONAL	02	01-02	
2	STREET NAME	28	03-30	
3	STREET SUFFIX ABBR	04	31-34	
4	STREET POST-DIRECTIONAL	02	35-36	
5	ADDRESS PRIMARY NUMBER	10	37-46	
6	ADDRESS SECONDARY ABBR	04	47-50	
7	ADDRESS SECONDARY NUMBER	08	51-58	
8	MATCHED ZIP CODE	05	59-63	
9	MATCHED PLUS 4	04	64-67	
10	FILLER	113	68-180	

REFERENCE NUMBERS 1 THROUGH 7 ARE FROM THE INPUT ADDRESS  
REFERENCE NUMBERS 8 THROUGH 9 ARE FROM THE MATCHED RECORDS.

- 4.10 In accordance with the license agreement between USPS and X vendor, DPV shall be used to validate legitimately obtained addresses only, and shall not be used for the purpose of artificially creating address lists. The written agreement between X vendor and Y customer shall also include this same restriction against using DPV to artificially create address lists. Continuing use of DSF<sup>2</sup> requires compliance with all terms of the license agreement. If you believe this address was identified in error, please contact X vendor.
- 4.11 "No Stat" addresses: The Licensee shall capture those addresses with a "No Stat" flag that do not result from a default-level match and submit them to the USPS for review. See record layout for the 9-digit ZIP+4 Code and the associated primary and secondary address values that produced the "No Stat" value. The report should only be sent for highrise exact records that have a "No Stat" flag (see example #1 and #2) and confirmed S records that are flagged as "No Stat" and have no associated highrise records at the same primary address (see example #3 and #4).

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## Example #1

Input = 102 Main St Apt B

- DSF<sup>2</sup> reports 102 Main St Apt B is a “No Stat” record
- 38119-1236 has DPV confirmed
- Since the address is not a default record, it should be reported.

## Example #2

Input = 102 Main St Apt C

- DSF<sup>2</sup> reports 102 Main St Apt C is a “No Stat” record
- 38119-1235 has DPV confirmed
- *Since the address matched to the highrise default record in ZIP+4, it should not be reported.*

No Stat	Default	ZIP Code	Rec Type	CRID	STREET	Primary Low/High	Sec Abbrev.	Sec No.	ZIP+4 Low/High
X	X	38119	S	C001	Main	100-198			1234-1234
X	X	38119	H	C001	Main	102-102			1235-1235
		38119	H	C001	Main	102-102	Apt	A	1236-1236
X		38119	H	C001	Main	102-102	Apt	B	1236-1236

## Example #3

Input = 104 Main St

- DSF<sup>2</sup> reports 104 Main St is a “No Stat” record
- 38119-1234 has DPV confirmed
- Since there are associated highrise records at the address, it should not be reported.

## Example #4

Input = 116 Main St

- DSF<sup>2</sup> reports 116 Main St is a “No Stat” record
- 38119-1234 has DPV confirmed
- Since there are no associated highrise records address, it should be reported.

No Stat	Default	ZIP Code	Rec Type	CRID	STREET	Primary Low/High	Sec Abbrev.	Sec No.	ZIP+4 Low/High
X	X	38119	S	C001	Main	100-198			1234-1234
		38119	H	C001	Main	104-104	Apt	A	1236-1236
		38119	H	C001	Main	104-104	Apt	B	1236-1236

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The layout for reporting “No Stats” to the USPS is as follows:

<b>Field Reference Numbers</b>	<b>Field Description</b>	<b>Logical Length</b>	<b>Relative Position From/Thru</b>
1	ZIP Code	05	01-05
2	ZIP Add-on	04	06-09
3	Primary Number	10	10-19
4	Secondary Descriptor	04	20-23
5	Secondary Number	08	24-31
6	Filler	09	32-40

The Licensee must transfer a file containing the affected addresses from each address list to the following address: **dsf2nost@email.usps.gov**

- 4.12 Licensees shall synchronize their CASS-certified ZIP+4 product updates with the associated DPV data product(s) so that DPV processing will be against the most current products. Licensees must utilize a monthly release of ZIP+4 product. Licensees shall use the appropriate DPV data set valid in conjunction with the matching release date of the ZIP+4 Product.

#### **4.2 Internet or Online Lookup System Restrictions**

- 4.2.1 Where DSF<sup>2</sup> Licensed Materials are used in an online format the information returned to the inquiring system shall be limited to the following address elements only:
- a. Confirmation of whether the input address is a delivery point
  - b. Confirmation of whether input address is a CMRA location
- 4.2.2 No online inquiry system regardless of inquiry origination shall provide the extended address attributes listed in Paragraph 1.2 in the Definitions Section of the DSF<sup>2</sup> License Agreement.
- 4.2.3 Where DSF<sup>2</sup> Licensed Materials are utilized in an online interface environment, the host DSF<sup>2</sup> Licensee shall design the interface so as to prevent unauthorized access from anonymous sources. Licensees providing online inquiry capability shall know their end-user and shall not respond to inquiries from unknown users.
- 4.2.4 In the implementation of DSF<sup>2</sup> Licensed Materials in an online environment, the DSF<sup>2</sup> Licensee shall take all steps necessary to prevent the potential misuse of the DSF<sup>2</sup> Licensed Materials from users attempting to automate the submission of addresses to the online inquiry system in a simulated manual-entry mode. Licensees shall have a management process to monitor the volume of inquiries made through their online system interface and validate that no obvious simulation of manual-entry is occurring.
- 4.2.5 Performance statistics shall separately identify inquiries made via an online inquiry mode versus the batch processing mode within the Statistic Report dataset (Figure 1). Licensee shall accumulate all online inquiry statistics by customer during a calendar month and report as one transaction record in the Statistics Report.

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**5.0 QUALITY STANDARDS AND TESTING CRITERIA**

- 5.1 The Licensee's DSF<sup>2</sup> Licensed Service will be subject to periodic audit and evaluation by the USPS to verify Licensee's process and its adherence to the conditions of the DSF<sup>2</sup> License Agreement. All audit files must be processed through the same DSF<sup>2</sup> processing system utilized for customer processing.
- 5.2 The USPS will test the Licensee's processing system with a series of known and unknown delivery points to validate the Licensee's ability to correctly query the DPV and address attribute hash tables.
- 5.3 The audit test will also verify the statistics capture process and the gatekeeping functionality of the interface.
- 5.4 This testing will be performed annually or whenever significant changes occur in any software component used within the ZIP+4 or DPV processes. Licensee shall not make any change in their DSF<sup>2</sup> Licensed Service processing environment without retest by the USPS prior to Licensee's implementation or use in a production environment.
- 5.5 Upon validation of the results of the output test client file the Licensee will receive official notification of the audit results and USPS approval to commence or continue provision of DSF<sup>2</sup> Licensed Service processing.

**6.0 SERVICE EXPECTATIONS**

**6.1 DSF<sup>2</sup> Licensed Service Provider**

Consistent with the Postal Service expectations to provide a quality product, it is necessary for the Licensee to provide DSF<sup>2</sup> Licensed Service processing in a timely manner so as to reduce undeliverable-as-addressed mail. In the case where the Licensee has chosen to provide DSF<sup>2</sup> Licensed Service for either itself or on behalf of its customer, the resulting business arrangement to perform or provide DSF<sup>2</sup> Licensed Service processing shall constitute a binding agreement to adhere to the license requirements by both the Licensee and the customer.

- 6.1.1. The Licensee must process and return all customer mailing address list files within seven (7) business days of receipt; unless a longer period is specified by the customer in writing. Business days are defined as Monday through Friday, excluding national holidays.
- 6.1.2. For each address submitted by a customer, the Licensee must be able to return the following output on the medium per the customers specifications:
  - a. Each original mailing address as it was presented
  - b. The standardized address appended with the correct ZIP+4/DPC Code, other postal values as may be requested by the customer, and any other intelligence flags or footnotes that result from the CASS processing segment.
  - c. For each mailing address for which there is a match to the DPV hash table as defined in this document, the Licensee shall be capable of providing each of the standard footnote codes as listed in Figure 2 and each of the standard information fields listed in Figure 3. Licensee shall assign all applicable standard footnote codes and standard information fields as appropriate.

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- d. For each mailing address for which there is not a match to the DPV hash table, the Licensee shall return all elements as appropriate under option b. as well as any standard footnote codes as may be appropriate under Figure 2.
  - e. If the customer's list is being processed for walk sequence information the licensee must use eLOT to get the walk sequence number, per paragraph (8) Enhanced Line-of-Travel (eLOT) in the Interface Developer Guide.
- 6.1.3. The Licensee may charge the mailer a reasonable fee for this service.
- 6.1.4. Licensee must maintain the service expectation at 98% of a monthly-evaluated cycle as prescribed in Paragraph 6.1.1 above.
- 6.1.5. In the event that a problem is identified by the USPS that is related to the Licensee's DSF<sup>2</sup> process, the USPS will, at its sole discretion, direct Licensee to correct the problem and/or the USPS may exercise the suspension or termination provisions of the license, as it deems appropriate by the situation.
- 6.1.6. Customer education shall be the Licensee's responsibility. The Licensee will ensure that its customers understand the DSF<sup>2</sup> Licensed Service process. The Licensee must provide each customer wishing to subscribe to the service, at the Licensee's expense, with a DSF<sup>2</sup> Licensed Service product/service fact sheet which has been reviewed and approved by the USPS, that explains the service in detail. The fact sheet shall clearly and conspicuously state that the price at which the DSF<sup>2</sup> services are offered are not established, controlled or approved by the USPS of the United States Government.
- 6.1.7. Licensee customers who receive the DSF<sup>2</sup> Licensed Service for the purpose of obtaining the USPS walk-sequence discounts will be provided the following report by the Licensee:

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**SAMPLE REPORT 1**

(LICENSEE NAME)

\*SITE LOCATION: \_\_\_\_\_

DSF<sup>2</sup> LICENSED SERVICE DELIVERY SEQUENCE INVOICE DOCUMENTATION

\_\_\_\_\_ (MAILER'S NAME) \_\_\_\_\_ has been provided DSF<sup>2</sup> Licensed Service on \_\_\_\_\_ (DATE) \_\_\_\_\_ for the following routes:

				TOTAL PIECES SEQUENCED				**QUALIFYING DISCOUNTS (NOTE 8)			
ZIP CODE (NOTE 1)	CARRIER ROUTE (NOTE 2)	TOTAL ACTIVE DELIVERIES (NOTE 3)	TOTAL RESIDENTIAL DELIVERIES (NOTE 4)	CRRT (NOTE 5)	RES (NOTE 5A)	(%) ACTIVE DELIVERIES (NOTE 6)	(%) RESIDENTIAL (NOTE 7)	A	B	C	D
12345	C001	100	80	75	73	75	91	Y	N	Y	Y
12345	C002	300	200	175	170	58	85	Y	Y	N	N
12345	B001	1000	900	875	870	88	97	Y	Y	Y	Y
12345	R001	200	200	9	9	5	5	N	N	N	N

\*NOTE: Licensees with multiple sites must provide full reporting for each installation

\*\*QUALIFYING DISCOUNTS:

- A = Carrier Route Discount
- B = 125 Walk Sequence
- C = 90% Residential Saturation Discount
- D = 75% Total Active Saturation Discount

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- Instructions for completing the DSF<sup>2</sup> LICENSEE SEQUENCE INVOICE DOCUMENTATION (see sample of report for appropriate notes).

The DSF<sup>2</sup> LICENSEE SEQUENCE INVOICE DOCUMENTATION may be provided on the customer's tape or on hardcopy, as specified by the customer.

**Note:** To properly complete the DSF<sup>2</sup> Delivery Sequence Report, Licensees will be required to present address files through the E-LOT process in addition to retrieving data from the Delivery Statistics File.

**Note 1:** This column contains the 5-Digit Scheme ZIP Code.

**Note 2:** This column contains the Scheme Carrier Route.

**Note 3:** This column contains figures that are the sum of all active deliveries for the Carrier Route indicated in Note 2 according to the Delivery Statistics File. Active deliveries include residential, business, and PO Box addresses.

**Note 4:** This column will contain figures indicating the total of all active residential deliveries for the Carrier Route shown in Note 2 according to the Delivery Statistics File.

**Note 5:** This column contains figures in 5 which represent the total number of input deliveries for the Carrier Route shown in Note 2 according to the Delivery Statistics File and 5a which is the total residential pieces sequenced.

**Note 6:** The figures in column 6 are calculated by dividing the column/row figure in column 5 (Note 5) by the column/row figure in column 3 (Note 3) and multiplying by 100.  $((\text{Note 5} / \text{Note 3}) * 100)$

**Note 7:** The figure in column 7 is calculated by dividing the column/row figure in column 5a (Note 5) by the column/row figure in column 4 (Note 4) and multiplying by 100.  $((\text{Note 5a} / \text{Note 4}) * 100)$

**Note 8: QUALIFYING DISCOUNTS**

- A) To qualify for the Carrier Route Discount, a mailer must have 10 or more deliveries per carrier. If the column/row figure shown in column 5 (Note 5) is equal or greater than 10, enter 'Y' in this section. If the column/row figure shown in column 5 (Note 5) is less than 10, enter 'N'.
- B) To qualify for the 125-Piece (High Density) Walk-Sequence Discount, a mailer must have 125 or more deliveries per carrier. If the column/row figure shown in column 5 (Note 5) is equal or greater than 125, enter 'Y' in this section. If the column/row figure shown in column 5 (Note 5) is less than 125, enter 'N'.
- C) To qualify for the Saturation Walk-Sequence Discount, the mailing must contain 90% or more of the total residential deliveries per carrier or 75% or more of the total active deliveries per carrier, whichever is less. If the percentage calculated for column/row 7 (Note 7) is 90% or more then enter 'Y' in column/row 8C (Note 8). If the percentage in column/row 7 (Note 7) is less than 90%, enter 'N' in column/row 8C (Note 8).
- D) To qualify for the Saturation Walk-Sequence Discount, the mailing must contain 90% or more of the total residential deliveries per carrier or 75% or more of the total active deliveries per carrier, whichever is less. If the percentage calculated for column/row 6 (Note 6) is 75% or more then enter 'Y' in column/row 8D (Note 8). If the percentage in column/row 7 (Note 7) is less than 75%, enter 'N' in column/row 8D (Note 8).

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**6.2 CUSTOMER FULFILLMENT**

The Licensee shall provide a product description brochure that explains in detail all the services and the customer's requirements to all customers wishing to subscribe to the services provided by the Licensee. The brochure will be provided and updated by the Licensee at the Licensee's expense. All proposed brochures must be submitted to the USPS for review and approval or disapproval as specified in the Licensing Agreement.

**6.3 CUSTOMER SUPPORT**

The Licensee will establish a customer service group managed by the Licensee for the purpose of providing assistance to all customers requesting technical information. Customers coming to the USPS for information will be provided a list of licensees authorized to provide the services.

**7.0 LICENSEE SELECTION AND CERTIFICATION**

See Certification Procedures

**Figure 1  
Statistics Report File Layout**

Ref #	Field	Size	Example	Field Begin	Field End
1	DSF2 Licensee Name	Pic x (40)	OmniFax	1	40
2	DSF2 License Number	Pic x (04)	1234	41	44
3	Year/Month/Day Report Date	Pic 9 (08)	20010912	45	52
4	Year/Month/Day Customer File Received	Pic 9 (08)	20010901	53	60
5	Year/Month/Day Customer File Processed	Pic 9 (08)	20010903	61	68
6	Filler	Pic x (10)		69	78
7	Access Mode	Pic x (01)	B	79	79
8	O – Online Inquiry Processing				
9	B – Batch Processing				
10	Customer Name	Pic x (40)	National Geographic	80	119
11	Customer Tax Identification Number (TIN)	Pic x (12)	123456789012	120	131
12	Customer Standard Industry Code* (SIC/NAICS)	Pic x (06)	442299	132	137
13	Customer Number	Pic x (06)	123456	138	143
14	Filler	Pic x (20)		144	163
15	Total Records Presented	Pic 9 (09)	1000000	164	172
16	Total LACS indicated	Pic 9 (09)		173	181
17	Total ZIP+4 Coded	Pic 9 (09)	996378	182	190
18	Street (S) records Coded	Pic 9 (09)	614112	191	199
19	Street record LACS indicated	Pic 9 (09)		200	208
20	High Rise (H) records Coded	Pic 9 (09)	208054	209	217
21	High Rise record LACS indicated	Pic 9 (09)		218	226
22	PO Box (P) records Coded	Pic 9 (09)	151529	227	235
23	PO Box record LACS indicated	Pic 9 (09)		236	244
24	RR/HC (R) records Coded	Pic 9 (09)	22468	245	253
25	RR/HC record LACS indicated	Pic 9 (09)		254	262
26	Firm (F) records Coded	Pic 9 (09)	0	263	271
27	General Delivery Coded	Pic 9 (09)	215	272	280
28	Total Records DP Validated	Pic 9 (09)	993796	281	289
29	Street (S) records Validated	Pic 9 (09)	612656	290	298
30	CMRA Presented	Pic 9 (09)		299	307

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**LICENSED SERVICE**

31	CMRA Validated	Pic 9 (09)	46	308	316
32	Drop Presented	Pic 9 (09)		317	325
33	Drop Validated	Pic 9 (09)	6194	326	334
34	Business Presented	Pic 9 (09)		335	343
35	Business Validated	Pic 9 (09)	94391	344	352
36	Throwback Presented	Pic 9 (09)		353	361
37	Throwback Validated	Pic 9 (09)	5986	362	370
38	Seasonal Presented	Pic 9 (09)		371	379
39	Seasonal Validated	Pic 9 (09)	6054	380	388
40	Seasonal/Educational Presented	Pic 9 (09)		389	397
41	Seasonal/Educational Validated	Pic 9 (09)	92	398	406
42	Vacant Presented	Pic 9 (09)		407	415
43	Vacant Validated	Pic 9 (09)	36532	416	424
44	Curb Presented	Pic 9 (09)		425	433
45	Curb Validated	Pic 9 (09)	335138	434	442
46	NDCBU Presented	Pic 9 (09)		443	451
47	NDCBU Validated	Pic 9 (09)	91132	452	460

\*Please refer to the following website for more information on Customer Standard Industry Code:

<http://www.census.gov/epcd/naics/>

Ref #	Field	Size	Example	Field Begin	Field End
48	Central Presented	Pic 9 (09)		461	469
49	Central Validated	Pic 9 (09)	133150	470	478
50	Door Slot Presented	Pic 9 (09)		479	487
51	Door Slot Validated	Pic 9 (09)	263256	488	496
52	NoStat Presented	Pic 9 (09)		497	505
53	NoStat Validated	Pic 9 (09)	19577	506	514
54	High Rise (H) records Validated	Pic 9 (09)	207342	515	523
55	CMRA Presented	Pic 9 (09)		524	532
56	CMRA Validated	Pic 9 (09)	42	533	541
57	Drop Presented	Pic 9 (09)		542	550
58	Drop Validated	Pic 9 (09)	208	551	559
59	Business Presented	Pic 9 (09)		560	568
60	Business Validated	Pic 9 (09)	22809	569	577
61	Throwback Presented	Pic 9 (09)		578	586
62	Throwback Validated	Pic 9 (09)	530	587	595
63	Seasonal Presented	Pic 9 (09)		596	604
64	Seasonal Validated	Pic 9 (09)	2762	605	613
65	Seasonal/Educational Presented	Pic 9 (09)		614	622
66	Seasonal/Educational Validated	Pic 9 (09)	84	623	631
67	Vacant Presented	Pic 9 (09)		632	640
68	Vacant Validated	Pic 9 (09)	5707	641	649
69	Curb Presented	Pic 9 (09)		650	658
70	Curb Validated	Pic 9 (09)	11163	659	667
71	NDCBU Presented	Pic 9 (09)	0	668	676
72	NDCBU Validated	Pic 9 (09)	37075	677	685
73	Central Presented	Pic 9 (09)		686	694
74	Central Validated	Pic 9 (09)	121485	695	703
75	Door Slot Presented	Pic 9 (09)		704	712
76	Door Slot Validated	Pic 9 (09)	24175	713	721

**LICENSEE PERFORMANCE REQUIREMENTS  
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**LICENSED SERVICE**

Ref #	Field	Size	Example	Field Begin	Field End
77	NoStat Presented	Pic 9 (09)		722	730
78	NoStat Validated	Pic 9 (09)	13443	731	739
79	PO Box (P) records Validated	Pic 9 (09)	151316	740	748
80	Business Presented	Pic 9 (09)		749	757
81	Business Validated	Pic 9 (09)	28128	758	766
82	Vacant Presented	Pic 9 (09)		767	775
83	Vacant Validated	Pic 9 (09)	15581	776	784
84	Filler	Pic x (08)		785	792
85	RR/HC (R) records Validated	Pic 9 (09)	22267	793	801
86	CMRA Presented	Pic 9 (09)		802	810
87	CMRA Validated	Pic 9 (09)	0	811	819
88	Drop Presented	Pic 9 (09)		820	828
89	Drop Validated	Pic 9 (09)	95	829	837
90	Business Presented	Pic 9 (09)		838	846
91	Business Validated	Pic 9 (09)	369	847	855
92	Throwback Presented	Pic 9 (09)		856	864
93	Throwback Validated	Pic 9 (09)	33	865	873
94	Seasonal Presented	Pic 9 (09)		874	882
95	Seasonal Validated	Pic 9 (09)	105	883	891
96	Seasonal/Educational Presented	Pic 9 (09)		892	900
97	Seasonal/Educational Validated	Pic 9 (09)	0	901	909
98	Vacant Presented	Pic 9 (09)		910	918
99	Vacant Validated	Pic 9 (09)	591	919	927
100	Curb Presented	Pic 9 (09)		928	936
101	Curb Validated	Pic 9 (09)	16220	937	945
102	NDCBU Presented	Pic 9 (09)		946	954
103	NDCBU Validated	Pic 9 (09)	861	955	963
104	Central Presented	Pic 9 (09)		964	972
105	Central Validated	Pic 9 (09)	126	973	981
106	Door Slot Presented	Pic 9 (09)		982	990
107	Door Slot Validated	Pic 9 (09)	914	991	999
108	NoStat Presented	Pic 9 (09)		1000	1008
109	NoStat Validated	Pic 9 (09)	4145	1009	1017
110	Firm (F) records Validated	Pic 9 (09)	0	1018	1026
111	CMRA Presented	Pic 9 (09)		1027	1035
112	CMRA Validated	Pic 9 (09)	0	1036	1044
113	Drop Presented	Pic 9 (09)		1045	1053
114	Drop Validated	Pic 9 (09)	0	1054	1062
115	Business Presented	Pic 9 (09)		1063	1071
116	Business Validated	Pic 9 (09)	0	1072	1080
117	Throwback Presented	Pic 9 (09)		1081	1089
118	Throwback Validated	Pic 9 (09)	0	1090	1098
119	Seasonal Presented	Pic 9 (09)		1099	1107
120	Seasonal Validated	Pic 9 (09)	0	1108	1116
121	Seasonal/Educational Presented	Pic 9 (09)		1117	1125
122	Seasonal/Educational Validated	Pic 9 (09)	0	1126	1134
123	Vacant Presented	Pic 9 (09)		1135	1143
124	Vacant Validated	Pic 9 (09)	0	1144	1152
125	Curb Presented	Pic 9 (09)		1153	1161

**LICENSEE PERFORMANCE REQUIREMENTS  
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**LICENSED SERVICE**

126	Curb Validated	Pic 9 (09)	0	1162	1170
127	NDCBU Presented	Pic 9 (09)		1171	1179
128	NDCBU Validated	Pic 9 (09)	0	1180	1188
129	Central Presented	Pic 9 (09)		1189	1197
130	Central Validated	Pic 9 (09)	0	1198	1206
131	Door Slot Presented	Pic 9 (09)		1207	1215
132	Door Slot Validated	Pic 9 (09)	0	1216	1224
133	NoStat Presented	Pic 9 (09)		1225	1233
134	NoStat Validated	Pic 9 (09)	0	1234	1242
135	General Delivery Validated	Pic 9 (09)	215	1243	1251
136	Filler	Pic x (08)		1252	1259
137	Total Primary No. Error	Pic 9 (09)		1260	1268
138	Street (S) records Primary Err	Pic 9 (09)		1269	1277
139	High Rise (H) records Primary Err	Pic 9 (09)		1278	1286
140	PO Box (P) records Primary Err	Pic 9 (09)		1287	1295
141	RR/HC (R) records Primary Err	Pic 9 (09)		1296	1304
142	Firm (F) records Primary Err	Pic 9 (09)		1305	1313
Ref #	Field	Size	Example	Field Begin	Field End
143	Total Secondary No. Error	Pic 9 (09)		1314	1322
144	Street (S) records Secondary Err	Pic 9 (09)		1323	1331
145	High Rise (H) records Secondary Err	Pic 9 (09)		1332	1340
146	Firm (F) records Secondary Err	Pic 9 (09)		1341	1349
147	filler	Pic x (33)		1350	1382

**LICENSEE PERFORMANCE REQUIREMENTS  
SECOND GENERATION DELIVERY SEQUENCE FILE  
LICENSED SERVICE**

**Figure 2**

The following standard footnotes shall be provided to customers upon their request:

AA	Input Address Matched to the ZIP+4 file
A1	Input Address Not Matched to the ZIP+4 file
BB	Input Address Matched to DPV (all components)
CC	Input Address Primary Number Matched to DPV but Secondary Number not Matched (present but invalid)
<b>N1</b>	<b>Input Address Primary Number Matched to DPV but Address Missing Secondary Number</b>
M1	Input Address Primary Number Missing
M3	Input Address Primary Number Invalid
<b>P1</b>	<b>Input Address RR or HC Box number Missing</b>
P3	Input Address PO, RR, or HC Box number Invalid
RR	Input Address Matched to CMRA and PMB designator present (PMB 123 or #123)
R1	Input Address Matched to CMRA but PMB designator not present (PMB 123 or #123)

\*\*\*\* No Delivery Type on Match –

**If you get a DPV confirm (BB) or (CC) Input Address Matched to DPV (all components) and no delivery type, you need to move (N1) Input Address Primary Number Matched to DPV but Address Missing Secondary Number to the footnote code, replacing BB or CC with N1.**

DPV validates the address when there is a Highrise record missing from the database. If there are only records with secondary information and no Highrise default, DPV will make a Highrise default record with no delivery type and validate that record. **This will also be done on street records with secondary information but no default record is in the database.**

**LICENSEE PERFORMANCE REQUIREMENTS  
SECOND GENERATION DELIVERY SEQUENCE FILE  
LICENSED SERVICE**

**Figure 3**

The following standard information fields shall be provided to customers upon their request:

Address Sort Sequence Number:	Pic 9 (04)
Address No-Statistic Indicator:	Pic X (01)
Delivery Point Business Indicator	Pic X (01)
Delivery Point CMRA Indicator	Pic X (01)
Delivery Point Drop Indicator	Pic X (01)
Delivery Point Residence Indicator	Pic X (01)
Delivery Point Seasonal Indicator	Pic X (01)
Delivery Point Seasonal/Educational Indicator	Pic X (01)
Delivery Point Vacant Indicator	Pic X (01)
Delivery Point Throwback Indicator	Pic X (01)
Delivery Type Code:	Pic X (01)
1 - Curb	
2 - NDCBU	
3 - Central	
4 - Door-slot	
Drop Count:	Pic 9 (03)
Locatable Address Conversion Indicator:	Pic X (01)
Record Type Code:	Pic X (01)
S - Street	
H - Highrise	
F - Firm	
P - PO BOX	
R - Rural Route/Highway Contract	
G - General Delivery	

**LICENSEE PERFORMANCE REQUIREMENTS  
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LICENSED SERVICE**

**Figure 4**

How to know if a record is not a business (unknown or residential)

This record is **not a business** if:

DPV Confirmation indicator is a "Y"  
Not in the Business Table  
Not a General Delivery  
Not in the No-Stat table

**For further clarification:**

If it is not a business, it is Unknown or Residential

It is **UNKNOWN** if:

DPV confirmation indicator is a "Y"  
Not in the Business Table  
Can be in the No-Stat table (may not be)  
Delivery Type is blank

It is **RESIDENTIAL** if:

DPV confirm indicator is a "Y"  
Not in the Business Table  
Not a General Delivery  
Not in the No-Stat Table  
Delivery Type is not blank