

# LICENSING ANNOUNCEMENT

## DECEMBER 19, 2008

### NCOA<sup>Link</sup>® Foreign Processing

**Primary Audience:** NCOA<sup>Link</sup> Full and Limited Service Providers

**What:** Clarification of Policy for Foreign Processing

The NCOA<sup>Link</sup> Full (section 4.4) and Limited Service (section 4.3) Provider License Agreements state the following:

“Licensee agrees that it violates this Agreement to provide Services to an Entity located or operating outside of the Territory or using the Updated Mailing Lists outside of the Territory.”

The USPS<sup>®</sup> has determined that periodically foreign entities will need to update a mailing list via the NCOA<sup>Link</sup> Process for mail submission. All foreign processing must be granted prior approval. The approval process is outlined below:

1. The Foreign Entity will contact an NCOA<sup>Link</sup> Full or Limited Service Provider.
  2. The NCOA<sup>Link</sup> Licensee will have the customer provide the following four (4) items:
    - a. A completed NCOA<sup>Link</sup> PAF (Processing Acknowledgement Form) identifying all parties in the process.
    - b. A letter of intent from the foreign entity requesting the processing.
    - c. The USPS Permit Number that will be used upon entering the mail into the USPS mailstream.
    - d. The USPS Location where the mail will be entered.
- Incomplete requests will not be processed**
3. The Licensee should then submit the complete request to the USPS by one of the following methods:
    - a. Letter submitted via USPS Delivery methods to:  
NCOA<sup>Link</sup> PRODUCT DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 101  
MEMPHIS TN 38188-0001  
FAX: 901-681-4579
    - b. FAX to 800-589-5766
    - c. Email submission to: [ncoalink@usps.gov](mailto:ncoalink@usps.gov).
  4. Upon receipt of a complete request, the USPS will review for approval.

**When:** Immediately

**Impact:** None, if your company will not be providing foreign processing.

**What you need to do:** Establish procedures for submission of foreign processing requests if applicable to your business.