

## Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:

Acronym	Definition
Dev	Software Interface Developer
Dist	Software Interface Distributor
FSP	Full Service Provider
LSP	Limited Service Provider
EU	End User
Lic	License Agreement
LPR	Licensee Performance Requirements
SPR	Developer Software Performance Requirements
SDG	Software Developer Guide
SDK	Software Developer Kit
SP	Service Provider (applicable to both Full and Limited)

January 6, 2010

### **NCOA<sup>Link</sup> FSP Weekly and EU Monthly and LSP Weekly Fulfillment**

- Updated the fulfillment schedules to reflect the change to section 2.4 of the LPR, which states NCOA<sup>Link</sup> updates shall be installed no later than five (5) business days after receipt.

December 28, 2009

### **FSP; LSP; EU; and MPE Data User LPRs**

- Updated section 2.4 to state that NCOA<sup>Link</sup> updates shall be installed no later than five (5) business days after receipt.
- Updated ANK<sup>Link®</sup> to reflect as a registration.

December 11, 2009

### **Trademarks**

- Updated Trademarks document to reflect ANK<sup>Link®</sup> and RIBBS<sup>®</sup> as registrations.

November 4, 2009

### **MPA PAF**

- Updated the Email Address and USPS Mailer ID fields to reflect optional.

### **Dev SPR for Service Providers and End Users; Dist LPR; Service Provider RTD; Combined w/ANK<sup>Link</sup> RTD and ANK<sup>Link</sup> Request Form**

- Updated to reflect ANK<sup>Link®</sup> as a registration.

May 5, 2009

### **FSP LPR; MPA PAF; and Combined PAF**

- Updated the MPA PAF and Combined PAF to include the company website field as optional.

### **PAF Guide**

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

- Updated the PAF Guide to include modifications to the sample PAFs and the letter of intent for foreign processing and added the rule prohibiting PO Boxes/PMBs as mailing addresses on PAFs.

April 23, 2009

### **Developer Service Provider SPR**

- In the Customer Service Log on page 38, updated the field length for position 1717-1766 to 50.

March 30, 2009

### **NCOA<sup>Link</sup> Software Developer Guide**

- Updated the Customer Service Log to reflect changes that are required no later than October 1, 2009.

March 11, 2009

### **NCOA<sup>Link</sup> Developer Service Provider and End User SPRs; Full Service and Limited Service Provider and End User LPRs**

- Updated the Customer Service Log to specify fields that are required no later than October 1, 2009.

February 26, 2009

### **NCOA<sup>Link</sup> Developer Service Provider and End User SPRs; Full Service and Limited Service Provider and End User LPRs; and User Technical Reference Guide**

- Updated the Customer Service Log.
- Updated RIBBS links throughout documents.

### **NCOA<sup>Link</sup> Developer Service Provider SPR and Full and Limited Service Provider LPRs**

- In the Reports section, updated the Processing Category for Marketing Test to state no PAF is required; however the company name for which processing was performed must be captured in position 1423-1452 in the Customer Service Log. Also stated that the COA data must be discarded as sensitive data. **(section 9.8 of the FSP LPR; section 8.8 of the LSP LPR; and section 10.6 of the DEV SVC PROV SPR)**
- Also in the Reports section, the Move Activity Summary by Return Codes to the requirements of the Processing Summary Report. **(section 9.9 of the FSP LPR; section 8.9 of the LSP LPR; and section 10.8 of the DEV SVC PROV SPR)**

### **NCOA<sup>Link</sup> Full and Limited Service Provider LPRs**

- Added information regarding remote audits. **(section 9.10 of the FSP LPR and section 8.10 of the LSP LPR)**

### **Service Provider RTD**

- Revised the first paragraph so that the Service Provider can select the level of service they are providing.

### **Service Provider PAF**

- The following fields are optional in the List Owner section: USPS Mailer ID and E-mail Address. Also in the List Owner section, added Company Website as an optional field.
- In the Broker/Agent/List Administrator section, Company Website is an optional field.

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

### **EU LPR and DEV EU SPR**

- Updated sections 3.3 (EU LPR) and 3.5 (DEV EU SPR) to reflect the requirement of use of the Daily Delete file.

January 27, 2009

### **NCOA<sup>Link</sup> Developer, Distributor, Full Service, Limited Service and End User License Agreements**

- The NCSC finance number was changed to 671440.

January 16, 2009

### **NCOA<sup>Link</sup> User Technical Reference Guide**

- Updated return codes to reflect move effective date (MED) changes. (page 16)
- Updated to place hint byte in secondary number field if any entry is not found in the left-right table. (page 10)

November 25, 2008

### **Developer and Distributor License Agreements**

- The Governing Law and Jurisdiction and Venue sections were modified in the above agreements. This revision was made to be consistent with the updated language that added to the in the Full Service, Limited Service and End User License Agreements June 23, 2005.

November 17, 2008

### **All NCOA<sup>Link</sup> License Agreements and Certification Procedures**

- In the NCSC mailing address, changed suite number '201' to '101.'

### **FSP, LSP, End User, and Distributor Licenses**

- In the chart under the Exhibit A – License Fee Schedule, changed 'System Certified Month Of' to 'License Executed Month Of.'

### **LSP, End User, Developer, and Distributor Licenses**

- Added 'Nature of Licensee's Business' section, which states: 'The License in this Agreement shall be null and void automatically and immediately as to any businesses or organizations or their parent company, subsidiary or affiliate that delivers packages, parcels, envelopes, flats, letters, or the like to U.S. addresses.'

November 7, 2008

### **FSP LPR**

- Concerning the alternate PAF method, the language in Exhibit D (Service Provider PAF); Exhibit E (Combined PAF); and Appendix D (MPA PAF) was reworded in the last sentence of the top section of the PAF to the following: 'Any signature upon this PAF shall be considered valid for all purposes and have the same effect whether it is an ink-signed hardcopy document or equivalent alternative.'
- Also in Exhibit D (Service Provider PAF), removed the Tax Identification Number (TIN) field and added the USPS Mailer ID field. In the paragraph above the Licensee section, removed 'Full.'
- In Exhibit E (Combined PAF), added the USPS Mailer ID field.
- In Exhibit F, changed the Full Service Required Text Document to the Service Provider Required Text Document.

## **Modifications to NCOA<sup>Link</sup>® licenses and supporting documents:**

### **LSP LPR**

- Concerning the alternate PAF method, the language in Exhibit D (Service Provider PAF) and Exhibit E (Combined PAF) was reworded in the last sentence of the top section of the PAF to the following: 'Any signature upon this PAF shall be considered valid for all purposes and have the same effect whether it is an ink-signed hardcopy document or equivalent alternative.'
- In Exhibit D (Service Provider PAF), added the USPS Mailer ID field. In the paragraph above the Licensee section, removed 'Limited.'
- In Exhibit E (Combined PAF), added the USPS Mailer ID field.
- In Exhibit F, changed the Limited Service Required Text Document to the Service Provider Required Text Document.
- In Appendix A, removed the Limited Service with ANK<sup>Link</sup> Required Text Document.

### **Service Provider PAF**

- Combined the LSP PAF and FSP PAF into the Service Provider PAF.

### **Service Provider RTD**

- Combined the Full Service RTD; Limited Service RTD; and Limited Service with ANK<sup>Link</sup> RTD into the Service Provider RTD.

### **PAF Guide**

- Added a sample of the Combined PAF and RTD.

October 31, 2008

### **FSP and LSP LPR**

- In sections 9.1 and 9.1.2 (FSP LPR) and 8.1 and 8.1.2 (LSP LPR), added the following new language regarding the alternate PAF method:

#### **9.1, sixth sentence**

The USPS does not at this time endorse any particular electronic alternate methods for verification of client identity. Any electronic system that meets these requirements is sufficient. The Licensee will decide what methods best suit their business needs and address their business risk, while still maintaining the appropriate PAF information. Licensee may implement multiple methods for verification based on the Licensee's business needs.

#### **9.1.2, new section and renumbered subsequent sections**

In the event the USPS, at its sole discretion, determines a Licensee is not diligently verifying the identity and role all parties involved in the transaction (including, but not limited to, brokers and list owners) when using equivalent electronic methods, the USPS reserves the right to require the Licensee revert to the traditional paper method of PAF completion. Any method used by a Licensee for verification under this new ruling applies ONLY to PAF collection under the NCOA<sup>Link</sup> Full Service License Agreement. There is no implied or implicit application of this ruling to ANY relationship, practice or agreement between the USPS and the Licensee. The USPS offers a wide range of services to its customers, and separately sets the appropriate requirements for each of these services, including electronic processes.

- In section 9.1(FSP LPR) and 8.1 (LSP LPR) in the next to last sentence, removed the term 'hardcopy.'

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

### **DEV SPR**

- In section 10.1 in the fourth sentence, removed the term 'hardcopy.'

### **PAF Guide**

- A heading called 'Equivalent Electronic Alternative' details the alternate PAF method.

### **NCOA<sup>Link</sup> Technical Reference**

- On September 3, 2008, this document was modified: Name Rules Presentation – Rules section; Cindy-Mary Table; and NCOA<sup>Link</sup> Build Records Table.

August 14, 2008

### **PAF Guide**

- Added USPS Mailer ID section.
- Removed two questions concerning foreign processing.
- Added statement that the Tax Identification Number (TIN) is no longer required and the field has been removed from the PAF.

### **FSP, LSP, MPA and Combined PAFs**

- The USPS Mailer ID field has been added to each PAF.

### **Trademarks**

- RIBBS™ and OneCode Package™ are now trademarks.

July 14, 2008

### **Trademarks**

- OneCode ACS® and OneCode Confirm® are now registered trademarks.

June 27, 2008

### **USPS Data Export Policy**

- Updated to reflect DSF<sup>2®</sup> as a registration. Also changed the filename to exclude the version number.

June 20, 2008

### **END USER LPR**

- In Exhibit D (Report File Layouts) in position 2142, the High Match Rate indicators have been corrected.

June 17, 2008

### **Trademarks**

- DSF<sup>2®</sup> has moved to a registered trademark.

May 13, 2008

### **ALL CERTIFICATION PROCEDURES, including Backup Site Certification Procedures**

- Updated the NCOA<sup>Link</sup>, LACS<sup>Link</sup>, and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

### **ALL LICENSEE PERFORMANCE REQUIREMENTS**

- Updated the NCOA<sup>Link</sup>, LACS<sup>Link</sup>, and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

### **ALL LICENSE AGREEMENTS**

- Updated the NCOA<sup>Link</sup>, LACS<sup>Link</sup>, and DPV trademarks to registered trademarks, were applicable. Also, the version numbers and dates have been updated.
- Removed the word “SAMPLE” from the first and signature page and watermarked the document with “FOR DISPLAY ONLY”

### **COMBINED REQUIRED TEXT DOCUMENT**

- Updated the LACS<sup>Link</sup> and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

### **COMBINED REQUIRED TEXT DOCUMENT with ANK<sup>Link</sup>**

- Updated the LACS<sup>Link</sup> and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

### **MPA REQUIRED TEXT DOCUMENT**

- Updated the LACS<sup>Link</sup> and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

April 16, 2008

#### **Trademarks**

- The following trademarks have moved to registered trademarks: DPV<sup>®</sup>; eLOT<sup>®</sup>; and LACS<sup>Link®</sup>.

April 11, 2008

#### **Trademarks**

AEC II<sup>®</sup> has moved from a trademark to a registered trademark.

March 18, 2008

### **EU\_CERT\_PROC**

Removed the Marketing Contact from the Key Personnel Form.

March 11, 2008

### **FSP\_LPR; LSP\_LPR; EU\_LPR; DEV\_SPR\_SVC\_PROV; and DEV\_SPR\_EU**

Added the following statement to section 2.6.2 (FSP\_LPR; LSP\_LPR; and EU\_LPR) and 1.3.2 (DEV\_SPR\_SVC\_PROV and DEV\_SPR\_EU): If a LACS<sup>Link</sup> match is made to the original address during CASS processing, Licensees must query the NCOA<sup>Link</sup> Product using the LACS<sup>Link</sup> converted address.

February 15, 2008

#### **Trademarks**

Added the following trademarks: FAST<sup>®</sup>; P.O. Box<sup>™</sup>; Postage Statement Wizard<sup>®</sup>; and ZIP+4<sup>™</sup>.

February 8, 2008

### **BACK\_UP CERT PROC**

- On page 1 in the fourth paragraph, the last sentence revised to read: ‘While the USPS understands not all back-up sites are owned and operated by the Licensee, it is the responsibility of the Licensee to ensure the security and confidentiality of the NCOA<sup>Link</sup> data to Licensee's personnel and/or representatives only.’

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

January 29, 2008

### **ALL CERTIFICATION DOCUMENTS**

On Sept. 14, 2007, the Site Security Review worksheet was removed from all of the certification documents because it is no longer required. An announcement regarding this was sent Sept. 14, 2007.

November 16, 2007

### **FSP\_PAF; LSP\_PAF; COMBINED\_PAF; and MPA\_PAF**

- On all of these documents, the Tax Identification Number (TIN) field was removed and replaced with the 'E-Mail Address' field.

November 15, 2007

### **DEV\_CERT\_PROC; DIST\_CERT\_PROC; SVC\_PROV\_CERT\_PROC; EU\_CERT\_PROC; and BACKUP\_CERT\_PROC**

- On all of these documents, the Tax ID field was removed. Also, the version numbers on the documents were updated.

November 9, 2007

### **Trademarks**

- Removed 'The Shipping Standard' from the list of trademarks.

November 8, 2007

### **Trademarks**

- Updated document to show approved format for OneCode ACS™, OneCode Confirm™, OneCode Solution™, as well as added the correct variations of Intelligent Mail®.

August 3, 2007

### **Advertising Technical Guide; PAF Guide and Data Export Policy**

- Removed the trademark symbol following 'NCOA<sup>Link®</sup>' and replaced with the registered trademark symbol on all documents above. The version numbers of the Advertising Technical Guide and PAF Guide did not change.

August 1, 2007

### **FSP PAF; LSP PAF; COMBINED PAF and MPA PAF**

In the Licensee section, removed the Tax Identification Number (TIN) blank and replaced with the Fax Number blank.

June 4, 2007

### **SRVC\_CERT\_PROC\_V10.1**

- Revised language in Step 4.

### **DIST\_CERT\_PROC\_V6.1**

Revised language in Step 2.

### **END\_USER\_CERT\_PROC\_V6.1**

Revised language in Step 4.

May 10, 2007

## Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:

### COMBINED RTD and PAF; MPA RTD and PAF; DIST RTD; FSP RTD and PAF; LSP RTD and PAF; LSP with ANK<sup>Link</sup> RTD and PAF

Removed the trademark symbol and added the registered trademark symbol to NCOA<sup>Link®</sup> on all documents above. The version numbers of the documents did not change.

May 8, 2007

#### DEV\_SPR\_SVC\_PROV\_v21

- Updated the False Positive layouts in Appendix B (DPV) and Appendix D (LACS<sup>Link</sup>).

#### FSP\_LPR\_v19

- Updated the False Positive layouts in Appendix A (DPV) and Appendix B (LACS<sup>Link</sup>).

April 5, 2007

#### DEV\_CERT\_PROC\_V9

Under Step 2: Software Development the procedures were modified to read the following:

Upon successful completion of Step 1 as evidenced by USPS's issuance of a notice to Developer, USPS will forward a standard NCOA<sup>Link</sup> Software Development License Agreement ("License Agreement") for signature. **The NCOA<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 NCOA<sup>Link</sup> Software Developer License Agreement, the USPS Contracting Officer's Representative will execute the license agreement and a copy of the executed license agreement and an invoice in the amount of \$5,000.00 will be mailed to the Developer 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 Mail the Software Developer Kit (SDK) to the new NCOA<sup>Link</sup> Developer".

As a result of the above change the version number of this document was updated from V9 to V9.1.

The footer of this document was updated to reflect the current version and date of V9.1 04/05/07.

April 3, 2007

#### Trademarks

- Added DirectDPV<sup>TM</sup> to the list of trademarks.

April 2, 2007

#### LSP LPR

In section 2.6.3, changed End User Mailer reference to Limited Service Provider.

March 22, 2007

#### FSP LPR

- Added section 2.6.5. which states Full Service Providers are required to perform the Suite<sup>Link</sup> process.

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

- In Appendix C, added section 3.3 which states a complete Suite<sup>Link</sup> process must be completed for all business address lists.

### **DEV SPR SVC PROV**

In Appendix E, added section 3.3 which states Full Service Providers must complete a Suite<sup>Link</sup> process for all business address lists.

February 21, 2007

### **Trademarks**

Added NCOA<sup>Link®</sup>, OneCode Vision<sup>®</sup>, The Postal Service<sup>®</sup> and The Shipping Standard<sup>®</sup> to the list as registered trademarks. Added Forever Stamp<sup>™</sup> to the trademark list.

February 16, 2007

### **DEV SPR SVC PROV**

- Added section 8.6, which refers to Mail Processing Agent reporting.
- Added Appendix F, which pertains to the Mail Processing Agent Program.

### **FSP LPR**

- In section 9.4, added information relating to Combined PAFs and renumbered subsequent sections.
- In Exhibit E, added sample Combined PAF and renumbered subsequent Exhibit.
- In Exhibit G, added sample Required Text documents for use with the Combined PAF and renumbered subsequent Exhibit.
- In Appendix A and B, changed the 'stop processing' email address.
- Added Appendix D, which pertains to the Mail Processing Agent Program.

### **LSP LPR**

- In section 8.4, added information relating to Combined PAFs and renumbered subsequent sections.
- In Exhibit E, added sample Combined PAF and renumbered subsequent Exhibit.
- In Exhibit G, added sample Required Text documents for use with the Combined PAF and renumbered subsequent Exhibit.

February 12, 2007

### **EU LPR**

- In section 2.5, changed 'Weekly' to 'Monthly.'

September 26, 2006

### **Advertising Technical Guide**

- Added information relating to user guides and manuals.

### **Licensing Fees**

- Updated to reflect no charge for the Suite<sup>Link</sup> Product.

September 20, 2006

### **DEV SVC PROV SPR**

- In section 1.3.1, added Suite<sup>Link</sup> to the list of additional processes.
- In section 1.3.3, added Suite<sup>Link</sup> to the list of required processes for Full Service Providers.
- In section 4.6, added 'Residential' to list of processing options.
- In section 5.2, added 'Suite<sup>Link</sup> results, if requested.'
- In section 10.8, added 'Total Number of Records Matched – Suite<sup>Link</sup>.'

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

- Modified CSL layout to reflect required software changes.
- Clarified wording in NCOA<sup>Link</sup> Return Codes. The revisions do not change the meaning of the Return Codes.
- Added Suite<sup>Link</sup> requirements as Appendix E.

### **DEV EU SPR**

- In section 1.3.1, added Suite<sup>Link</sup> to the list of additional processes.
- In 1.3.3, added Suite<sup>Link</sup> to the list of optional service offerings.
- In section 4.5, added 'Residential' to list of processing options.
- In section 5.2, added 'Suite<sup>Link</sup> results, if requested (Optional).'
- Modified CSL layout to reflect required software changes.
- Clarified wording in NCOA<sup>Link</sup> Return Codes. The revisions do not change the meaning of the Return Codes.

### **DIST LPR**

- Added updated DIST RTD to Exhibit B.

### **DIST RTD**

- Added and/or modified information relating to the following: new matching logic; removal of soundex and the addition of new matching logic; clarification on the actual data licensees return to customers; statement on NCOA<sup>Link</sup> processing and the reduction of return mail; and statement on punitive action regarding the misrepresentation of information on PAF.

### **FSP LPR**

- Added section 2.6.5 regarding the requirement to offer Suite<sup>Link</sup> processing.
- In section 5.2, added 'Suite<sup>Link</sup> results, if requested.'
- Added cooperative language to section 9.4 and 9.4.1. Renumbered subsequent sections.
- In section 9.8, added 'Total Number of Records Suite<sup>Link</sup> Matched.'
- In Exhibit B, clarified wording in NCOA<sup>Link</sup> Return Codes. The revisions do not change the meaning of the Return Codes.
- In Exhibit E, added Suite<sup>Link</sup> as a requirement and Suite<sup>Link</sup> results as part of the standard output. In addition, added and/or modified information relating to the following: new matching logic; removal of soundex and the addition of new matching logic; clarification on the actual data licensees return to customers; statement on NCOA<sup>Link</sup> processing and the reduction of return mail; and statement on punitive action regarding the misrepresentation of information on PAF.
- In Exhibit F, modified CSL layout to reflect required software changes.
- Added Suite<sup>Link</sup> requirements as Appendix C.

### **FSP RTD**

- Added Suite<sup>Link</sup> as a requirement and Suite<sup>Link</sup> results as part of the standard output. In addition, added and/or modified information relating to the following: new matching logic; removal of soundex and the addition of new matching logic; clarification on the actual data licensees return to customers; statement on NCOA<sup>Link</sup> processing and the reduction of return mail; and statement on punitive action regarding the misrepresentation of information on PAF.

### **LSP LPR**

- In section 2.6.1, added Suite<sup>Link</sup> to the list of additional processes.
- Added cooperative database language to section 8.4 and 8.4.1. Renumbered subsequent sections.
- In Exhibit B, clarified wording in NCOA<sup>Link</sup> Return Codes. The revisions do not change the meaning of the Return Codes.
- In Exhibit E, added and/or modified information relating to the following: new matching logic; removal of soundex and the addition of new matching logic; clarification on the

## **Modifications to NCOA<sup>Link</sup>® licenses and supporting documents:**

actual data licensees return to customers; statement on NCOA<sup>Link</sup> processing and the reduction of return mail; and statement on punitive action regarding the misrepresentation of information on PAF.

- In Exhibit F, modified CSL layout to reflect the required software changes.

### **LSP RTD**

Added and/or modified information relating to the following: new matching logic; removal of soundex and the addition of new matching logic; clarification on the actual data licensees return to customers; statement on NCOA<sup>Link</sup> processing and the reduction of return mail; and statement on punitive action regarding the misrepresentation of information on PAF.

### **PAF Guide**

Updated to include scenarios and Q&As on foreign processing and cooperative databases.

September 7, 2006

### **NCOA<sup>Link</sup> User Technical Reference**

- Updated technical guide posted to RIBBS.

August 23, 2006

### **SVC PROV CERT PROC**

- On page 7 in number 4, corrected the section references to the FSP and LSP LPRs.

July 19, 2006

### **Trademarks**

- Added OneCode<sup>Confirm™</sup> and OneCode<sup>Solution™</sup> to the list as trademarks. Properly formatted OneCode<sup>ACSTM</sup>.

June 30, 2006

### **Trademarks**

- Added AEC II™ to the list as a trademark.

May 15, 2006

### **DEV\_SPR\_SVC\_Prov\_v17; DEV\_SPR\_EU\_v15; END\_USER\_LPR\_v16; FSP\_LPR\_v15; and LSP\_LPR\_v18**

- Removed the phrase “Per the NCOA<sup>Link</sup> License Agreement” in the ZIP + 4 Product Use Dates chart, which is found in Figure 2 (DEV\_SPR\_SVC\_Prov\_v17 and DEV\_SPR\_EU\_v15) and Exhibit A (END\_USER\_LPR\_v16; FSP\_LPR\_v15; and LSP\_LPR\_v18).

March 30, 2006

### **Trademarks**

- Added the following registrations and trademarks: USPS Click-N-Ship®; Delivery Force Knowledge™; OneCode ACS™; and Market Mail™. Added ZIP® to the list of registrations. Added MAC Batch™ and MAC Gold™ to the list of trademarks.

March 21, 2006

### **DEV\_SPR\_EU; DEV\_SPR\_SVC\_PROV; EU\_LPR; FSP\_LPR; and LSP\_LPR**

- Removed references to Standard Industry Code (SIC) and replaced with North American Industry Classification System (NAICS) in the Report File Layout for each

## **Modifications to NCOA<sup>Link</sup>® licenses and supporting documents:**

NCOA<sup>Link</sup> Licensee Performance Requirements (LPR). Also added ANK<sup>Link</sup> to the Test Client Output File for each LPR.

March 13, 2006

### **Trademarks**

- The list was updated to include Media Mail<sup>®</sup> as a registered trademark.

March 2, 2006

### **2005 Conference Minutes**

- Posted the minutes from the 2005 NCOA<sup>Link</sup> Conference to RIBBS.

February 28, 2006

### **DEV\_SPR\_SVC\_PROV\_V15 and DEV\_SPR\_EU\_V13**

- In Appendix A, Figure 1 (**DEV\_SPR\_SVC\_PROV**) and Appendix C, Figure 1 (**DEV\_SPR\_EU**): NCOA<sup>Link</sup> Return Code Descriptions, Return Code 11 was modified to read the following:

**Cannot Match COA: Individual Match: Insufficient COA Name for Match** – There is a master file (individual or family type) record with the same surname and address but there is insufficient name information on the master file record to produce a match using individual matching logic. This return code is only obtained when using individual matching logic. Please Note: When processing in the STANDARD mode and this return code is received utilizing Individual Logic do not continue the Individual logic sequence and go straight to the FAMILY matching logic.

February 21, 2006

### **BACKUP\_CERT\_PROC\_V6; DEV\_CERT\_PROC\_V9; DIST\_CERT\_PROC\_V6; EU\_CERT\_PROC\_V6 and SVC\_PROV\_CERT\_PROC\_V8**

- On the Key Personnel Form in the Media Contact section, changed (Primary contacts for data fulfillment) to (Primary contacts for DVD fulfillment).

February 16, 2006

### **FSP\_LPR\_V13**

- Three DPV return codes, F1, G1 and U1, were added to Exhibit B under Other Return Code Descriptions.
- In Exhibit D, SIC was removed from the PAF.

### **DEV\_SPR\_SVC\_PROV\_V14**

- Three DPV return codes, F1, G1 and U1, were added to Appendix A under Other Return Code Descriptions.

### **LSP\_LPR\_V16**

- Section 8.4.1 was divided into Section 8.4.1 and 8.4.2.
- In Exhibit D, SIC was removed from the PAF.

January 11, 2006

### **Trademarks**

- The trademark list was updated.

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

December 20, 2005

### **Software Developer Certification Procedures**

- LACS<sup>Link</sup> Software Product Information was added.

December 9, 2005

### **Advertising Technical Guide**

- On page 5, added USPS Document Numbers section. Renumbered pages.

### **Service Provider Certification Procedures**

- On page 1 in the first paragraph, changed 49% to 50% and changed Limited Service Provider to Full Service Provider.

December 7, 2005

### **FSP\_LPR\_V12**

- Section 2.3.1 was added, which states: Licensee's matching software must be able to load updates for all required Products.
- In Section 2.6.3 added sentence, which states: The DPV Product release must be synchronized with the ZIP + 4 data release.
- In Section 2.6.4 added sentence, which states: The LACS<sup>Link</sup> Product release must be synchronized with the ZIP + 4 data release.
- In Sections 4.7 and 8.11, added information regarding the establishment of a centralized email account to receive license related correspondence.
- Added Section 8.10 which states the assigned document numbers must be placed on approved advertisements.
- Added Section 9.1.2, which refers to the PAF Guide.
- In Section 9.7 added a bullet stating Total Number of Records LACS<sup>Link</sup> Matched.
- In Exhibit E, the Required Text Document, added a paragraph regarding returned mail and completing the PAF.
- Added Appendix B: LACS<sup>Link</sup>.

### **LSP\_LPR\_V12**

- In Sections 4.7 and 7.11, added information regarding the establishment of a centralized email account to receive license related correspondence.
- Added Section 7.10 which states the assigned document numbers must be placed on approved advertisements.
- Added Section 8.1.2, which refers to the PAF Guide.

### **LSP\_RTD\_V4 and LSP\_RTD\_V5**

- Added a paragraph regarding returned mail and completing the PAF.

### **END\_USER\_LPR\_V14**

- In Sections 4.7 and 7.10, added information regarding the establishment of a centralized email account to receive license related correspondence.

### **FSP\_RTD\_V5**

- Added a paragraph regarding returned mail and completing the PAF.

### **DEV\_SPR\_SVC\_PROV\_V13**

- In Section 1.2.3 added a sentence, which states: The NCOA<sup>Link</sup> Product release must be synchronized with the ZIP + 4 data release.
- In Sections 4.8 and 8.5, added information regarding the establishment of a centralized email account to receive license related correspondence.
- In Section 5.2 added LACS<sup>Link</sup> results, if requested.

## **Modifications to NCOA<sup>Link</sup>® licenses and supporting documents:**

- Added Section 10.1.1, which refers to the PAF Guide.
- In Section 10.8 added Total Number of Records Matched – LACS<sup>Link</sup>.
- Added Appendix D: LACS<sup>Link</sup>.

### **DEV\_SPR\_EU\_V12**

- In Section 1.2.3 added a sentence, which states: The NCOA<sup>Link</sup> Product release must be synchronized with the ZIP + 4 data release.
- In Sections 4.8 and 8.3, added information regarding the establishment of an email account to receive license related correspondence.
- In Section 5.2 added LACS<sup>Link</sup> results, if requested. (Optional)

### **DIST\_LPR\_V7**

- In Sections 3.7 and 4.6, added information regarding the establishment of a centralized email account to receive license related correspondence.
- Added Section 4.5 which states the assigned document numbers must be placed on approved advertisements.
- In Exhibit B, the Required Text Document, added a paragraph regarding returned mail and completing the PAF.

### **DIST\_RTD\_V3**

- Added a paragraph regarding returned mail and completing the PAF.

### **Service Provider, End User, Developer and Backup Certification Procedures**

- On Step 1 Self-Certification Statements, added statement regarding centralized email account.

### **NCOA<sup>Link</sup> Costs and Associated Fees**

- Removed *FASTforward* Mailing List Correction conversion information. Added ANK<sup>Link</sup> information.

November 8, 2005

### **FSP PAF and LSP PAF**

- The Standard Industry Code (SIC) was removed from the List Owner and Broker/Agent and List Administrator sections of these documents.

### **Advertising Technical Guide**

- The “Where to Send Advertisements” subhead was added on page 4.

September 30, 2005

### **LSP LPR**

- Removed Section 7.9.1, which mentioned the use of the Transition Only Required Text Document. Removed Exhibit F, the Transition Only Required Text Document. Changed the alphabetical letter on Exhibit G to Exhibit F.

### **LSP\_RTD\_V3 and LSP\_RTD\_V4**

- Removed the Transition Only version of the Required Text Document in the LSP and the LSP with ANK<sup>Link</sup> versions.

September 23, 2005

### **FSP LPR 9.7; LSP LPR 8.7; EU LPR 8.4; DEV SPR EU 10.5; DEV SPR SVC PROV 10.8**

- Added this sentence in the above sections: The report shall be named NCOA<sup>Link</sup> Processing Summary Report.

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

August 15, 2005

### **LSP LPR**

- The ANK<sup>Link</sup> information was removed from the Required Text Documents on pages 23-28. The Required Text Documents titled NCOA<sup>Link</sup> with ANK<sup>Link</sup> was added to Appendix A on pages 47-53.

### **LSP RTD**

- The ANK<sup>Link</sup> information was removed from Version 3 of the Required Text Documents. Version 4 of the Required Text Documents was created to include the NCOA<sup>Link</sup> with ANK<sup>Link</sup> information.

August 8, 2005

### **Service Provider, End User, Developer and Backup Certification Procedures**

These forms reflect the ANK<sup>Link</sup> option and hash and/or flat software option.

### **LSP and EU Lic**

The license fee schedule, which is Exhibit A, was revised to reflect the ANK<sup>Link</sup> pricing.

### **DEV SVC PROV SPR**

Section 1.3.4 was added under Multiple Service Offerings.

In Section 10.8, a bullet point was added to reflect Total Number of Records Matched – ANK<sup>Link</sup>.

In Appendix A, pgs. 10-20, the FSP Monthly Customer Service Log was expanded to 2200 bytes. ANK<sup>Link</sup> data was added as Filler and a new LACS<sup>Link</sup> return code position was added.

In Appendix A, pgs. 21-33, the LSP Monthly Customer Service Log was expanded to 2200 bytes. ANK<sup>Link</sup> data and a new LACS<sup>Link</sup> return code position were added.

Appendix C was added to reflect the ANK<sup>Link</sup> enhancement.

### **DEV EU SPR**

Section 1.3.4 was added under Multiple Service Offerings.

In Section 8.4, a bullet point was added to reflect Total Number of Records Matched – ANK<sup>Link</sup>.

In Exhibit D, the EU Monthly Customer Service Log was expanded to 2200 bytes. ANK<sup>Link</sup> data and a new LACS<sup>Link</sup> return code position were added.

Appendix A was added to reflect the ANK<sup>Link</sup> enhancement.

### **FSP LPR**

- In Exhibit E, a statement was added to clarify post processing in regards to Product output.
- In Exhibit G, the FSP Monthly Customer Service Log was expanded to 2200 bytes. ANK<sup>Link</sup> data was added as Filler and a new LACS<sup>Link</sup> return code position was added.

### **LSP LPR**

Section 2.6.3 was added under Multiple Service Offerings.

In Exhibits E and F, a statement was added to clarify post processing in regards to Product output. Also in Exhibit E and F, information on the ANK<sup>Link</sup> option was added.

In Exhibit G, the LSP Monthly Customer Service Log was expanded to 2200 bytes. ANK<sup>Link</sup> data was added as Filler and a new LACS<sup>Link</sup> return code position was added.

## **Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:**

### **DIST LPR**

- A statement was added to clarify post processing in regards to Product output. Also in Exhibit B, information on the ANK<sup>Link</sup> option was added.

### **FSP Required Text Document**

A statement was added to clarify post processing in regards to Product output.

### **LSP Required Text Document**

A statement was added to clarify post processing in regards to Product output. Information on the ANK<sup>Link</sup> option was added.

### **DIST Required Text Document**

- A statement was added to clarify post processing in regards to Product output.
- Information on the ANK<sup>Link</sup> option was added.

### **Compliance Testing Form**

- This form was added to RIBBS under NCOA<sup>Link</sup>.

July 1, 2005

### **LSP Lic**

A typographical error was corrected in Section 2.3. The reference to Section 2.3 was changed to Section 2.2.

June 23, 2005

### **FSP Lic, LSP Lic and EU Lic**

- Per the Legal Department, the Governing Law and Jurisdiction and Venue sections of the above license agreements were modified.

### **FSP LPR, DEV SPR and DEV SPR EU**

- DRAFT was removed from the header in the above LPR and SPRs.

June 13, 2005

### **FSP Lic, page 22**

- Under B. Initial Term License Fee Pro-Ration Schedule, the phrase “except as set forth in I.C., below” was removed.
- Section C., Initial Term Transition License Fee for Current USPS National Change of Address (NCOA) Licensees, was removed.

### **LSP Lic, page 22**

Under B. Initial Term License Fee Pro-Ration Schedule, the phrase “except as set forth in I.C., below” was removed.

Section C., Initial Term Transition License Fee for Current USPS *FASTforward*<sup>®</sup> Licensees, was removed.

Language pertaining to fees for *FASTforward* licensees transitioning to NCOA<sup>Link</sup> was added.

### **EU Lic, page 18**

## Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:

- Under B. Initial Term License Fee Pro-Ration Schedule, the phrase “except as set forth in I.C., below” was removed.
- Section C., Initial Term Transition License Fee for Current USPS *FASTforward*<sup>®</sup> Licensees, was removed.
- Language pertaining to fees for *FASTforward* licensees transitioning to NCOA<sup>Link</sup> was added.

June 9, 2005

### **Service Provider Certification Procedures, pages 8-9**

The Key Personnel form was modified to include media contacts.  
Additional contacts for licensing, site, technical, billing and marketing were added.

### **End User Certification Procedures, pages 7-8**

The Key Personnel form was modified to include media contacts.  
Additional contacts for licensing, site, technical, billing and marketing were added.

### **Back-Up Certification Procedures, pages 7-8**

The Key Personnel form was modified to include media contacts.  
Additional contacts for licensing, site, technical, billing and marketing were added.

April 14, 2005

### **EU LPR**

- Page 1, Section 2.4.  
In the second sentence, changed “weekly” to “monthly.” The sentence should read  
“Licensees shall install monthly NCOA<sup>Link</sup> database upon receipt no later than the following Monday.”

February 18, 2005

### **FSP RTD**

- Removed the Transition version of the FSP RTD and updated the formatting of trademarks.

### **LSP RTD**

- Corrected reference to “Full Service Provider” and updated the formatting of trademarks.

### **FSP LPR**

- Updated the formatting of trademarks and included the trademark disclaimer.

### **LSP LPR**

- Removed language referencing “Full Service Provider” requirements in the Required Text Document, updated the formatting of trademarks and included the trademark disclaimer.

February 10, 2005

### **NCOA<sup>Link</sup> Service Providers Continuity of Operations Site Certification Information & Procedures**

Page 1, second paragraph

Added the word “Production” to the second sentence to read “Production processing at the back-up site is only applicable in the event of a disaster and **must** be pre-approved by the USPS.”

### **Terms and Condition of Application for Back-Up Site**

## Modifications to NCOA<sup>Link®</sup> licenses and supporting documents:

- Page 4, number 8  
Added “Annual testing may be performed internally at the Back-up site to ensure that in the event of a true disaster, the complete production process maintains its integrity and performance. Prior to such testing the USPS **must be** notified in writing and this process will be reviewed for approval.”  
Number of terms and conditions increased from 11 to 12, due to above statement.

February 7, 2005

1. Dev SP SPR, Dev EU SPR, FSP LPR, LSP LPR and EU LPR were updated to reflect the Customer Service Logs layout changes.
2. FSP LPR, LSP LPR and EU LPR were updated to include the change in the DVD load time to upon receipt no later than the following Monday.

January 20, 2005

1. Dist LPR was updated to include the formatting of trademarks in Exhibit B, which is the Required Text Document. The DIST RTD (Distributor Required Text Document) was created as a separate document under DIST INFO on RIBBS.
2. The NCOALINK TECH INFO document was updated to include the formatting of trademarks.

January 6, 2005

Dev SPR SP, Dev SPR EU, LSP LPR and EU LPR updated to correct discrepancies between the Customer Service Log layouts in the various Performance Requirements documents.

December 6, 2004

Corrected references to “Full Service Provider” in the LSP Required Text Document – Transition version. LSP LPR.

November 4, 2004

1. Addition: new language regarding retention and destruction of NCOA<sup>Link</sup> dataset DVDs. Sections: FSP LPR 2.5, LSP LPR 2.5, Dev SPR SP 1.2.5, EU LPR 2.5, Dev SPR EU 1.2.5.
2. Addition: new language clarifying required use of Daily Delete file and process. Sections: FSP LPR 3.3, LSP LPR 3.3, Dev SPR SP 3.5, EU LPR 3.3, Dev SPR EU 3.5.
3. Addition: new language regarding electronic storage of PAFs and archiving or off-site storage of original documents. Sections: FSP 8.1.1, LSP 7.1.1, Dev SPR SP 8.1.1.
4. Deletion: Section 8.9.1 and Transition version of Required Text Document removed from FSP.