

Modifications to NCOA^{Link®} 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
MPE	Mail Processing Equipment
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 22, 2017

Developer License

- Updated the License Fee Schedule to reflect \$5,975.00 as the initial license fee and \$1,175.00 for each one-year extension.
- Updated the License Fee Schedule to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for each additional interface for each platform.

Interface Distribution License

- Updated the License Fee Schedule to reflect \$29,500.00 as the annual license fee. Also updated the pro-rated fees.

Full Service License

- Updated the License Fee Schedule to reflect \$199,250.00 as the annual license fee and \$99,950.00 as the annual license fee for each additional site.
- Also updated the pro-rated fees.
- Updated USPS Testing and Audits Fees to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Limited Service License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$17,500.00 – One Site NCOA^{Link} only
 - \$8,750.00 – Each additional Site NCOA^{Link} only
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the pricing for each one-year extension term for the following:
 - \$17,500.00 – One Site NCOA^{Link} only
 - \$21,600.00 – One Site NCOA^{Link} with ANK^{Link}
 - \$8,750.00 – Each additional Site NCOA^{Link} only
 - \$10,625.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

End User License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$8,750.00 – One Site NCOA^{Link} only
 - \$9,650.00 – One Site with ANK^{Link}
 - \$4,100.00 – Each additional Site NCOA^{Link} only
 - \$4,550.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.

Modifications to NCOA^{Link®} licenses and supporting documents:

- Updated the License Fee Pro-Ration Schedule for NCOA^{Link} with ANK^{Link} to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$8,750.00 – One Site NCOA^{Link} only
 - \$9,650.00 – One Site with ANK^{Link}
 - \$4,100.00 – Each additional Site NCOA^{Link} only
 - \$4,550.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

May 20, 2016

Developer; Interface Distribution; Full Service; Limited Service; and Limited Service Licenses

- On the signature pages, updated James D. Wilson's title to 'Director, Addressing & Geospatial Technology.'

April 10, 2016

Developer License

- Updated the License Fee Schedule to reflect \$5,925.00 as the initial license fee and \$1,150.00 for each one-year extension.
- Updated the License Fee Schedule to reflect \$1,150.00 as the fee for USPS testing after the initial test and audit fees for each additional interface for each platform.

Interface Distribution License

- Updated the License Fee Schedule to reflect \$29,125.00 as the annual license fee. Also updated the pro-rated fees.

Full Service License

- Updated the License Fee Schedule to reflect \$199,250.00 as the annual license fee and \$99,125.00 as the annual license fee for each additional site.
- Also updated the pro-rated fees.
- Updated USPS Testing and Audits Fees to reflect \$1,150.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Limited Service License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$17,350.00 – One Site NCOA^{Link} only
 - \$8,675.00 – Each additional Site NCOA^{Link} only
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the pricing for each one-year extension term for the following:
 - \$17,350.00 – One Site NCOA^{Link} only
 - \$21,425.00 – One Site NCOA^{Link} with ANK^{Link}
 - \$8,675.00 – Each additional Site NCOA^{Link} only
 - \$10,525.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,150.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

End User License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$8,675.00 – One Site NCOA^{Link} only
 - \$9,575.00 – One Site with ANK^{Link}
 - \$4,075.00 – Each additional Site NCOA^{Link} only
 - \$4,525.00 – Each additional Site NCOA^{Link} with ANK^{Link}

Modifications to NCOA^{Link}® licenses and supporting documents:

- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the License Fee Pro-Ration Schedule for NCOA^{Link} with ANK^{Link} to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$8,675.00 – One Site NCOA^{Link} only
 - \$9,575.00 – One Site with ANK^{Link}
 - \$4,075.00 – Each additional Site NCOA^{Link} only
 - \$4,525.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,150.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

March 31, 2016

PAF Guide

- Clarified the definitions and scenarios below.
 - **List Owner**
 - Person/Company for whom processing will be done
 - The owner of the mail created from this list; the one party in the process that is driving the mail without whom no mailing would occur
 - Is the beneficiary of the NCOA^{Link} processing
 - As stated in the Reports section of the License Performance Requirements (9.3.1 – FSP LPR; 8.3.1 – LSP LPR): *Under no circumstances shall a third party Broker, Agent, or List Administrator be considered the Mailing List owner nor have the authority to sign on behalf of the Mailing List owner.*
 - **Broker Agent Processing**
Scenario 5

Jones Hardware Co (Jones') goes to Fred's Mailing House (Fred's) for a mailing to their current customer database. Fred's then contacts Sue's Advertising Agency (Sue's) to design and create the mailpieces. As part of creating the mailpieces, Sue's submits the Jones' mailing list to an NCOA^{Link} Licensee. In this case Fred's Mailing House and Sue's Advertising agency are BOTH Brokers. **Jones' is the List Owner.** Under no circumstances should a third party sign for the List Owner.
 - **List Rentals**
Scenario 6

ABC Company provides mailing services to its customers. Customers hire ABC Company to produce, print and mail for them on a regular basis. ABC Company purchases one or more lists from a list broker for unlimited use and uses these lists to mail the customer pieces. The same lists, or portions of the lists purchased by ABC Company are used for multiple Customers who want to mail to these areas. Customers 'never' see the list, never retain a copy of the list or receive any change of address information from ABC Company. ABC Company maintains, updates and manages these lists. Who is the List Owner and who is the Broker?

As ENTIRE list(s) are processed and no updated data is returned to the List Broker. Then ABC Company is the List Owner. There is no Broker. If a List is rented for a specific client/customer, that specific client/customer is the List Owner.
 - **Scenario 7**

Modifications to NCOA^{Link}® licenses and supporting documents:

ABC Company provides mailing services to its customers. Any Customer hires ABC Company to produce, print and mail for them on a regular basis. ABC Company purchases one or more lists from a list broker for a 'one-time' or multiple use to create and mail for a specific Customer. This Customer 'never' sees the list, never retains a copy of the list or retains any change of address information from ABC Company. Who is the List Owner and who is the Broker?

Since the list(s) purchase is for a specific customer, that customer is required to sign the PAF as the List Owner, ABC Company would be a Broker if they are not the licensee providing the processing. If a List is rented for a specific client/customer, that specific client/customer is the List Owner.

February 29, 2016

PAF Guide

- Updated the RTDs in document.

User Technical Reference Guide

- Updated to incorporate SHA-256.

January 26, 2016

Service Provider; Combined; Mail Processing Agent; and Interface Distribution RTDs

- Add the following language regarding name presentation: The presentation of name order is established using a pre-process before querying the NCOA^{Link} database. However, there are no restrictions on using a process to interchange the name order to yield the best possible results using the NCOA^{Link} database. It is ultimately the responsibility of the Mailer Owner working with the Licensee to determine the name order presentation correctly.
- The statistics of new address information in the NCOA^{Link} file were updated to the following:
 - 89.68% Forwardable moves containing delivery point confirmed **New** addresses – **New** address provided
 - 1.19% Moves containing unconfirmed **New** addresses – **New** address not provided
 - 7.44% Moved, left no address
 - 1.63% PO Box Closed
 - 0.06% Foreign moves

FSP; LSP; and Interface Distribution LPRs

- Updated the RTDs in Exhibits F&G with the above language.

June 2, 2015

Developer License

- Updated the License Fee Schedule to reflect \$6,175.00 as the initial license fee and \$1,200.00 for each one-year extension.
- Updated the License Fee Schedule to reflect \$1,200.00 as the fee for USPS testing after the initial test and audit fees for each additional interface for each platform.
- On the signature page, changed Audrey K. Conley Contracting Officer's Representative to James D. Wilson Manager, Address Management.

Interface Distribution License

- Updated the License Fee Schedule to reflect \$30,375.00 as the annual license fee. Also updated the pro-rated fees.

Modifications to NCOA^{Link®} licenses and supporting documents:

- On the signature page, changed Audrey K. Conley Contracting Officer's Representative to James D. Wilson Manager, Address Management.

Full Service License

- Updated the License Fee Schedule to reflect \$207,250.00 as the annual license fee and \$103,125.00 as the annual license fee for each additional site.
- Also updated the pro-rated fees.
- Updated USPS Testing and Audits Fees to reflect \$1,200.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.
- On the signature page, changed Audrey K. Conley Contracting Officer's Representative to James D. Wilson Manager, Address Management.

Limited Service License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$18,050.00 – One Site NCOA^{Link} only
 - \$9,040.00 – Each additional Site NCOA^{Link} only
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the pricing for each one-year extension term for the following:
 - \$18,050.00 – One Site NCOA^{Link} only
 - \$22,300.00 – One Site NCOA^{Link} with ANK^{Link}
 - \$9,040.00 – Each additional Site NCOA^{Link} only
 - \$10,965.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,200.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.
- On the signature page, changed Audrey K. Conley Contracting Officer's Representative to James D. Wilson Manager, Address Management.

End User License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$9,040.00 – One Site NCOA^{Link} only
 - \$9,975.00 – One Site with ANK^{Link}
 - \$4,250.00 – Each additional Site NCOA^{Link} only
 - \$4,717.50 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the License Fee Pro-Ration Schedule for NCOA^{Link} with ANK^{Link} to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$9,040.00 – One Site NCOA^{Link} only
 - \$9,975.00 – One Site with ANK^{Link}
 - \$4,250.00 – Each additional Site NCOA^{Link} only
 - \$4,717.50 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.
- On the signature page, changed Audrey K. Conley Contracting Officer's Representative to James D. Wilson Manager, Address Management.

January 27, 2015

Advertising Technical Guide

- Remove reference to *FASTforward*[®].
- Changed Suite^{Link®} from a trademark to a registered trademark.

FSP LPR

- Removed blank pages in document.

Modifications to NCOA^{Link®} licenses and supporting documents:

- Added document title to footer.
- The version number did not change.

Service Provider RTD

- Changed Suite^{Link®} from a trademark to a registered trademark.

October 10, 2014

Developer Certification Procedures

- On the Key Personnel Form, changed 'Media Contact' to 'Fulfillment Contact: Primary Contacts for test data fulfillment'

Interface Distribution Certification Procedures

- On the Key Personnel Form, removed the 'Media Contact' section since interface distributors do not receive NCOA^{Link} data.

End User Certification Procedures

- Revised references to the Electronic Product Fulfillment (EPF) Web Access Request Form to state that the form is for access to Daily Deletes and monthly product updates.
- Changed references to DVD fulfillment to electronic access to the product updates.
- Changed 'Media Contact' to 'Fulfillment Contact: Primary Contacts for product fulfillment'

Service Provider Certification Procedures

- Revised references to the Electronic Product Fulfillment (EPF) Web Access Request Form to state that the form is for access to Daily Deletes and weekly product updates.
- Changed references to DVD fulfillment to electronic access to the product updates.
- Changed 'Media Contact' to 'Fulfillment Contact: Primary Contacts for product fulfillment'

Back-Up Certification Procedures

- Revised references to the Electronic Product Fulfillment (EPF) Web Access Request Form to state that the form is for access to Daily Deletes and product updates.
- Changed references to DVD fulfillment to electronic access to the product updates.
- Changed 'Media Contact' to 'Fulfillment Contact: Primary Contacts for product fulfillment'

Developer SPR for End Users and Developer SPR for Service Providers

- Changed references to DVD fulfillment to electronic access via Electronic Product Fulfillment (EPF).
- Revised section 1.2.5 to state the following: Weekly updates more than 45 days old shall be destroyed using common practice for disposal of sensitive materials, such as permanent file deletion.

FSP, LSP, and End User LPRs

- Changed references to DVD fulfillment to electronic access via Electronic Product Fulfillment (EPF).
- Revised section 2.4 to state the following: Monthly updates containing the 18-month NCOA^{Link} Product datasets will be provided via Electronic Product Fulfillment (EPF) to Licensees. Licensees shall install the current monthly NCOA^{Link} database no later than seven (7) business days after it is made available via EPF. Licensees must utilize the current CASSTM ZIP+4 product with the NCOA^{Link} Product updates to provide the up-to-date address. Refer to Exhibit A for acceptable use dates of the ZIP+4 product.
- Updated section 2.5 to state the following: Weekly updates more than 45 days old shall be destroyed using common practice for disposal of sensitive materials, such as permanent file deletion.

March 4, 2014

Developer, Distributor, Full and Limited and End User Mailer License Agreements

Modifications to NCOA^{Link}® licenses and supporting documents:

- Removed the following statement from the Term of License section: The Term of the License Agreement, as extended on an annual basis, shall not exceed ten (10) years.

January 27, 2014

Developer License

- Updated the License Fee Schedule to reflect \$6,050.00 as the initial license fee and \$1,175.00 for each one-year extension.
- Updated the License Fee Schedule to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for each additional interface for each platform.

Developer Certification Procedures

- Updated Step 2 to reflect \$6,050.00 as the initial license fee.
- Updated Step 3 to reflect \$1,175.00 as the fee each additional certification test.

Interface Distribution License

- Updated the License Fee Schedule to reflect \$29,750.00 as the annual license fee. Also updated the pro-rated fees.

Full Service License

- Updated the License Fee Schedule to reflect \$203,000.00 as the annual license fee and \$101,000.00 as the annual license fee for each additional site.
- Also updated the pro-rated fees.
- Updated USPS Testing and Audits Fees to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Limited Service License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$17,700.00 – One Site NCOA^{Link} only
 - \$8,865.00 – Each additional Site NCOA^{Link} only
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the pricing for each one-year extension term for the following:
 - \$17,700.00 – One Site NCOA^{Link} only
 - \$21,875.00 – One Site NCOA^{Link} with ANK^{Link}
 - \$8,865.00 – Each additional Site NCOA^{Link} only
 - \$10,740.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Service Provider Certification Procedures

- Updated Step 3 to reflect \$1,175.00 as the fee each additional certification test.

End User License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$8,865.00 – One Site NCOA^{Link} only
 - \$9,780.00 – One Site with ANK^{Link}
 - \$4,175.00 – Each additional Site NCOA^{Link} only
 - \$4,632.50 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the License Fee Pro-Ration Schedule for NCOA^{Link} with ANK^{Link} to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$8,865.00 – One Site NCOA^{Link} only
 - \$9,780.00 – One Site with ANK^{Link}
 - \$4,175.00 – Each additional Site NCOA^{Link} only

Modifications to NCOA^{Link®} licenses and supporting documents:

- \$4,632.50 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,175.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

End User Certification Procedures

- In Step 3, updated the pricing to reflect \$1,175.00 as the fee each additional certification test.

Back-Up Certification Procedures

- In Step 3, updated the pricing to reflect \$1,175.00 as the fee for each additional certification test.

January 8, 2014

PAF Guide

- Added language pertaining to the Alternative PAF Renewal Policy.

October 8, 2013

Dev SPR for Service Provider (Appendix G); FSP LPR (Appendix F) and LSP LPR (Appendix C)

- Added language on the Alternative PAF Renewal Policy.

March 11, 2013

FSP LPR

- In the Customer Service Log (Header Record) for positions 2325 – 2638, corrected the file length to 314.

Dev SPR for Service Providers

- In the Customer Service Log (Detail Record), added positions 2325 – 2638 as Filler with a file length of 314.

January 28, 2013

Developer License

- Updated the License Fee Schedule to reflect \$5,600.00 as the initial license fee and \$1,100.00 for each one-year extension.
- Updated the License Fee Schedule to reflect \$1,100.00 as the fee for USPS testing after the initial test and audit fees for each additional interface for each platform.

Developer Certification Procedures

- Updated Step 2 to reflect \$5,600.00 as the initial license fee.
- Updated Step 3 to reflect \$1,100.00 as the fee each additional certification test.

Interface Distribution License

- Updated the License Fee Schedule to reflect \$27,750.00 as the annual license fee. Also updated the pro-rated fees.

Full Service License

- Updated the License Fee Schedule to reflect \$190,000.00 as the annual license fee and \$94,400.00 as the annual license fee for each additional site.
- Also updated the pro-rated fees.
- Updated USPS Testing and Audits Fees to reflect \$1,100.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Modifications to NCOA^{Link®} licenses and supporting documents:

Limited Service License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$16,500.00 – One Site NCOA^{Link} only
 - \$8,300.00 – Each additional Site NCOA^{Link} only
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the pricing for each one-year extension term for the following:
 - \$16,500.00 – One Site NCOA^{Link} only
 - \$20,400.00 – One Site NCOA^{Link} with ANK^{Link}
 - \$8,300.00 – Each additional Site NCOA^{Link} only
 - \$10,250.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,100.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Service Provider Certification Procedures

- Updated Step 3 to reflect \$1,100.00 as the fee each additional certification test.

End User License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$8,300.00 – One Site NCOA^{Link} only
 - \$9,150.00 – One Site with ANK^{Link}
 - \$3,900.00 – Each additional Site NCOA^{Link} only
 - \$4,325.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the License Fee Pro-Ration Schedule for NCOA^{Link} with ANK^{Link} to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$8,300.00 – One Site NCOA^{Link} only
 - \$9,150.00 – One Site with ANK^{Link}
 - \$3,900.00 – Each additional Site NCOA^{Link} only
 - \$4,325.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,100.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

End User Certification Procedures

- In Step 3, updated the pricing to reflect \$1,100.00 as the fee each additional certification test.

Back-Up Certification Procedures

- In Step 3, updated the pricing to reflect \$1,100.00 as the fee for each additional certification test.

January 8, 2013

Dev SPR for Service Providers; FSP LPR; and User Technical Reference Guide

- Updated the definition of return code 19 to the following:
Found COA: New Address not ZIP + 4 coded, New address primary number not DPV confirmable or Temporary Change Of Address – There is a change of address on file but the new address cannot be ZIP + 4 coded and therefore there is no 11-digit DPBC to store or return, the new address primary number cannot be confirmed on DPV or the new address is temporary.
- Temporary COAs are only in the 48-month product.

October 19, 2012

Modifications to NCOA^{Link®} licenses and supporting documents:

Developer, Distributor, Service Provider, End User and Back-Up Certification Procedures and Developer, Distributor, Full and Limited Service and End User License Agreements

- Updated the address of the National Customer Support Center.

August 30, 2012

Service Provider, End User and Back-Up Site Certification Procedures

- Added new fax number.

June 22, 2012

Service Provider, End User and Back-Up Site Certification Procedures

- Updated Step 1: Self-Certification Statements to include the retrieval of Electronic Product Fulfillment Web Access Request Form to retrieve the NCOA^{Link} Daily Delete files.

June 15, 2012

Limited Service License

- In Exhibit A: License Fee Schedule, updated the ANK^{Link} Added fee to \$3700.00 and updated the prorated pricing. Also updated the fee for ANK^{Link} Added Additional Site to \$9800.00.

May 3, 2012

Service Provider Certification Procedures

- Removed 'Type of Processing' field

Developer Certification Procedures

- Updated Step 2 to reflect \$5,350.00 as the initial license fee.
- Updated Step 3 to reflect \$1,050.00 as the fee each additional certification test.

April 4, 2012

Dev SPR for End User & Service Provider; Distributor LPR; Full Service LPR; Limited Service LPR and End User LPR

- Updated the links for location of documents and updated the location of the daily delete files, if applicable.

April 3, 2012

PAF Guide

- This document was updated to include the MPE PAF requirements.

March 27, 2012

Limited Service LPR

- Added Appendix B – NCOA^{Link} Mail Processing Equipment (MPE) Wide Area Network (WAN) Method

Full Service LPR

- Added Appendix E – NCOA^{Link} Mail Processing Equipment (MPE) Wide Area Network (WAN) Method

February 27, 2012

Service Provider Certification Procedures

- Updated page 4 to reflect type of processing.

Modifications to NCOA^{Link}® licenses and supporting documents:

January 23, 2012

Developer License

- Updated the License Fee Schedule to reflect \$5,350.00 as the initial license fee and \$1,050.00 for each one-year extension.
- Updated the License Fee Schedule to reflect \$1,050.00 as the fee for USPS testing after the initial test and audit fees for each additional interface for each platform.

Developer Certification Procedures

- Updated Step 2 to reflect \$5,350.00 as the initial license fee.
- Updated Step 3 to reflect \$1,050.00 as the fee each additional certification test.

Interface Distribution License

- Updated the License Fee Schedule to reflect \$26,500.00 as the annual license fee. Also updated the pro-rated fees.

Full Service License

- Updated the License Fee Schedule to reflect \$180,000.00 as the annual license fee and \$90,000.00 as the annual license fee for each additional site.
- Also updated the pro-rated fees.
- Updated USPS Testing and Audits Fees to reflect \$1,050.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Limited Service License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$15,750.00 – One Site NCOA^{Link} only
 - \$3,900.00 – One Site with ANK^{Link} added
 - \$7,950.00 – Each additional Site NCOA^{Link} only
 - \$1,950.00 – Each additional Site with ANK^{Link} added
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated License Fee Pro-Ration Schedule for ANK^{Link} Added to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$15,750.00 – One Site NCOA^{Link} only
 - \$19,650.00 – One Site NCOA^{Link} with ANK^{Link}
 - \$7,950.00 – Each additional Site NCOA^{Link} only
 - \$9,900.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,050.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Service Provider Certification Procedures

- Updated Step 3 to reflect \$1,050.00 as the fee each additional certification test.

End User License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$7,950.00 – One Site NCOA^{Link} only
 - \$8,750.00 – One Site with ANK^{Link}
 - \$3,900.00 – Each additional Site NCOA^{Link} only
 - \$4,375.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the License Fee Pro-Ration Schedule for NCOA^{Link} with ANK^{Link} to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$7,950.00 – One Site NCOA^{Link} only

Modifications to NCOA^{Link®} licenses and supporting documents:

- \$8,750.00 – One Site with ANK^{Link}
- \$3,900.00 – Each additional Site NCOA^{Link} only
- \$4,375.00 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,050.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

End User Certification Procedures

- In Step 3, updated the pricing to reflect \$1,050.00 as the fee each additional certification test.

Back-Up Certification Procedures

- In Step 3, updated the pricing to reflect \$1,050.00 as the fee for each additional certification test.

April 18, 2011

Developer License

- Updated the License Fee Schedule to reflect \$5,200.00 as the initial license fee and \$1,025.00 for each one-year extension.
- Updated the License Fee Schedule to reflect \$1,025.00 as the fee for USPS testing after the initial test and audit fees for each additional interface for each platform.

Developer Certification Procedures

- Updated Step 2 to reflect \$5,200.00 as the initial license fee.
- Updated Step 3 to reflect \$1,025.00 as the fee each additional certification test.

Interface Distribution License

- Updated the License Fee Schedule to reflect \$25,750.00 as the annual license fee. Also updated the pro-rated fees.

Full Service License

- Updated the License Fee Schedule to reflect \$88,000.00 as the annual license fee for each an additional site. Also updated the License Fee Pro-Ration Schedule to reflect the correct pro-rated fees for initial license term for one site.
- Added the following statement after the pro-rated fees: Initial license fees will be prorated based on the number of full months remaining in the license year.
- Updated the pricing to reflect \$88,000.00 as the fee for each one-year extension for each additional site.
- Updated USPS Testing and Audits Fees to reflect \$1,025.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Limited Service License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$15,250.00 – One Site NCOA^{Link} only
 - \$3,600.00 – One Site with ANK^{Link} added
 - \$7,750.00 – Each additional Site NCOA^{Link} only
 - \$1,800.00 – Each additional Site with ANK^{Link} added
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated License Fee Pro-Ration Schedule for ANK^{Link} Added to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$15,500.00 – One Site NCOA^{Link} only
 - \$19,100.00 – One Site NCOA^{Link} with ANK^{Link}
 - \$7,750.00 – Each additional Site NCOA^{Link} only
 - \$9,550.00 – Each additional Site NCOA^{Link} with ANK^{Link}

Modifications to NCOA^{Link®} licenses and supporting documents:

- Updated USPS Testing and Audits Fees to reflect \$1,025.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

Service Provider Certification Procedures

- Updated Step 3 to reflect \$1,025.00 as the fee each additional certification test.

End User License

- Updated the License Fee Schedule to reflect the following initial license fees:
 - \$7,750.00 – One Site NCOA^{Link} only
 - \$8,525.00 – One Site with ANK^{Link}
 - \$3,800.00 – Each additional Site NCOA^{Link} only
 - \$4,262.50 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated the License Fee Pro-Ration Schedule to reflect the pro-rated fees for NCOA^{Link} only.
- Updated the License Fee Pro-Ration Schedule for NCOA^{Link} with ANK^{Link} to reflect the pro-rated fees.
- Updated the pricing for each one-year extension term for the following:
 - \$7,750.00 – One Site NCOA^{Link} only
 - \$8,525.00 – One Site with ANK^{Link}
 - \$3,800.00 – Each additional Site NCOA^{Link} only
 - \$4,262.50 – Each additional Site NCOA^{Link} with ANK^{Link}
- Updated USPS Testing and Audits Fees to reflect \$1,025.00 as the fee for USPS testing after the initial test and audit fees for additional platforms.

End User Certification Procedures

- In Step 3, updated the pricing to reflect \$1,025.00 as the fee each additional certification test.

Back-Up Certification Procedures

- In Step 3, updated the pricing to reflect \$1,025.00 as the fee for each additional certification test.

December 13, 2010

Certification Procedures for Developer, Distributor, End User, and Service Providers (Full and Limited)

- Updated Step 4: Execution of License Agreement to state that an invoice for the specified amount will be mailed separately.

October 12, 2010

Certification Procedures for Developer, Distributor, End User, Service Providers (Full and Limited) and Back-Up Site

- Removed reference to PS Form 1357-W (Web Access Request Form) because the form is no longer required to be completed.

June 25, 2010

Dev SPR for Service Provider and End User; Limited Service; and End User LPRs

- Updated the Reporting File Layouts to include mandatory reporting by Limited Service Providers and End Users of Suite^{Link} and CASS-related counts (ZIP + 4, LACS^{Link} and DPV).
- In the Reports section, updated the required information to include in the NCOA^{Link} Processing Summary Report as it relates to ZIP + 4, DPV, LACS^{Link} and Suite^{Link} counts.

Dev SPR for Service Provider and Full and Limited Service LPRs

Modifications to NCOA^{Link®} licenses and supporting documents:

- Updated the Reporting File Layout under the PAF Log to include field 595 as the Cooperative Database indicator.
- In the Full (9.5) and Limited Service (8.5) LPRs, clarified that cooperative databases can be processed under a single PAF ID.

Dev SPR for Service Provider and Full Service LPR

- Updated the Reporting File Layouts in the Detail Record for Full Service Provider to include an Internal Database Flag in field 2782.

Dev SPR for Service Provider and End User; Full and Limited Service; and End User LPRs

- Updated Suite^{Link®} to reflect as a registration.

Trademarks

- Updated Suite^{Link®} to reflect as a registration.

June 9, 2010

FSP; LSP; EU; and MPE Data User LPRs

- Updated the Reporting section to update the naming convention of the zip file to the following: All reports must be zipped into a single file with the naming convention XXXXMYYY.zip (Platform ID, Month, Year) using a WinZIP version 9.0 compatible format.

February 25, 2010

FSP; LSP; EU; and MPE Data User LPRs

- Updated the Reporting section to state the following:
The reports must be submitted within seven (7) calendar days of the end of the month via electronic submission to ncoastat@usps.gov. The subject line must include the following: Licensed Company Name and Month/Year of the report, i.e. ABC Company March 2010. All reports must be zipped into a single file with the naming convention AXXXXMYYY.zip (Type of Report, Platform ID, Month, Year) using a WinZIP version 9.0 compatible format.

January 6, 2010

NCOA^{Link} 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 state NCOA^{Link} 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^{Link} updates shall be installed no later than five (5) business days after receipt.
- Updated ANK^{Link®} to reflect as a registration.

December 11, 2009

Trademarks

- Updated Trademarks document to reflect ANK^{Link®} and RIBBS[®] as registrations.

November 4, 2009

Modifications to NCOA^{Link®} licenses and supporting documents:

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^{Link} RTD and ANK^{Link} Request Form

- Updated to reflect ANK^{Link®} 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

- 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^{Link} Software Developer Guide

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

March 11, 2009

NCOA^{Link} 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^{Link} 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^{Link} 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

Modifications to NCOA^{Link®} licenses and supporting documents:

- 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^{Link} 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.

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^{Link} Developer, Distributor, Full Service, Limited Service and End User License Agreements

- The NCSC finance number was changed to 671440.

January 16, 2009

NCOA^{Link} 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^{Link} 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

Modifications to NCOA^{Link®} licenses and supporting documents:

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.

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^{Link} 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^{Link} 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.

Modifications to NCOA^{Link®} licenses and supporting documents:

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^{Link} 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.'

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^{Link} Technical Reference

- On September 3, 2008, this document was modified: Name Rules Presentation – Rules section; Cindy-Mary Table; and NCOA^{Link} 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^{2®} as a registration. Also changed the filename to exclude the version number.

June 20, 2008

Modifications to NCOA^{Link®} licenses and supporting documents:

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^{2®} has moved to a registered trademark.

May 13, 2008

ALL CERTIFICATION PROCEDURES, including Backup Site Certification Procedures

- Updated the NCOA^{Link}, LACS^{Link}, and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

ALL LICENSEE PERFORMANCE REQUIREMENTS

- Updated the NCOA^{Link}, LACS^{Link}, and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

ALL LICENSE AGREEMENTS

- Updated the NCOA^{Link}, LACS^{Link}, 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^{Link} and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

COMBINED REQUIRED TEXT DOCUMENT with ANK^{Link}

- Updated the LACS^{Link} and DPV trademarks to registered trademarks. Also, the version numbers and dates have been updated.

MPA REQUIRED TEXT DOCUMENT

- Updated the LACS^{Link} 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[®]; eLOT[®]; and LACS^{Link®}.

April 11, 2008

Trademarks

AEC II[®] 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

Modifications to NCOA^{Link®} licenses and supporting documents:

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^{Link} match is made to the original address during CASS processing, Licensees must query the NCOA^{Link} Product using the LACS^{Link} converted address.

February 15, 2008

Trademarks

Added the following trademarks: FAST[®]; P.O. Box[™]; Postage Statement Wizard[®]; and ZIP+4[™].

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^{Link} data to Licensee's personnel and/or representatives only.'

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^{Link®}' 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.

Modifications to NCOA^{Link®} licenses and supporting documents:

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

COMBINED RTD and PAF; MPA RTD and PAF; DIST RTD; FSP RTD and PAF; LSP RTD and PAF; LSP with ANK^{Link} RTD and PAF

Removed the trademark symbol and added the registered trademark symbol to NCOA^{Link®} 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^{Link}).

FSP_LPR_v19

- Updated the False Positive layouts in Appendix A (DPV) and Appendix B (LACS^{Link}).

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^{Link} Software Development License Agreement ("License Agreement") for signature. **The NCOA^{Link} 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^{Link} 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^{Link} Developer".

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

Modifications to NCOA^{Link®} licenses and supporting documents:

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 DirectDPVTM 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^{Link} process.
- In Appendix C, added section 3.3 which states a complete Suite^{Link} 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^{Link} process for all business address lists.

February 21, 2007

Trademarks

Added NCOA^{Link®}, OneCode Vision[®], The Postal Service[®] and The Shipping Standard[®] to the list as registered trademarks. Added Forever StampTM 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.'

Modifications to NCOA^{Link}® licenses and supporting documents:

September 26, 2006

Advertising Technical Guide

- Added information relating to user guides and manuals.

Licensing Fees

- Updated to reflect no charge for the Suite^{Link} Product.

September 20, 2006

DEV SVC PROV SPR

- In section 1.3.1, added Suite^{Link} to the list of additional processes.
- In section 1.3.3, added Suite^{Link} 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^{Link} results, if requested.'
- In section 10.8, added 'Total Number of Records Matched – Suite^{Link}.'
- Modified CSL layout to reflect required software changes.
- Clarified wording in NCOA^{Link} Return Codes. The revisions do not change the meaning of the Return Codes.
- Added Suite^{Link} requirements as Appendix E.

DEV EU SPR

- In section 1.3.1, added Suite^{Link} to the list of additional processes.
- In 1.3.3, added Suite^{Link} to the list of optional service offerings.
- In section 4.5, added 'Residential' to list of processing options.
- In section 5.2, added 'Suite^{Link} results, if requested (Optional).'
- Modified CSL layout to reflect required software changes.
- Clarified wording in NCOA^{Link} 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^{Link} 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^{Link} processing.
- In section 5.2, added 'Suite^{Link} 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^{Link} Matched.'
- In Exhibit B, clarified wording in NCOA^{Link} Return Codes. The revisions do not change the meaning of the Return Codes.
- In Exhibit E, added Suite^{Link} as a requirement and Suite^{Link} 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^{Link} 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.

Modifications to NCOA^{Link}® licenses and supporting documents:

- Added Suite^{Link} requirements as Appendix C.

FSP RTD

- Added Suite^{Link} as a requirement and Suite^{Link} 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^{Link} 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^{Link} 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^{Link} 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 actual data licensees return to customers; statement on NCOA^{Link} 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^{Link} 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^{Link} 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^{Confirm™} and OneCode^{Solution™} to the list as trademarks. Properly formatted OneCode^{ACSTM}.

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

Modifications to NCOA^{Link}® licenses and supporting documents:

- Removed the phrase “Per the NCOA^{Link} 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 NCOA^{Link} Licensee Performance Requirements (LPR). Also added ANK^{Link} to the Test Client Output File for each LPR.

March 13, 2006

Trademarks

- The list was updated to include Media Mail[®] as a registered trademark.

March 2, 2006

2005 Conference Minutes

- Posted the minutes from the 2005 NCOA^{Link} 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^{Link} 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

Modifications to NCOA^{Link®} licenses and supporting documents:

- 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.

December 20, 2005

Software Developer Certification Procedures

- LACS^{Link} 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^{Link} 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^{Link} Matched.
- In Exhibit E, the Required Text Document, added a paragraph regarding returned mail and completing the PAF.
- Added Appendix B: LACS^{Link}.

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.

Modifications to NCOA^{Link} licenses and supporting documents:

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^{Link} 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^{Link} results, if requested.
- Added Section 10.1.1, which refers to the PAF Guide.
- In Section 10.8 added Total Number of Records Matched – LACS^{Link}.
- Added Appendix D: LACS^{Link}.

DEV_SPR_EU_V12

- In Section 1.2.3 added a sentence, which states: The NCOA^{Link} 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^{Link} 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^{Link} Costs and Associated Fees

- Removed *FASTforward* Mailing List Correction conversion information. Added ANK^{Link} 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.

Modifications to NCOA^{Link}® licenses and supporting documents:

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^{Link} 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^{Link} Processing Summary Report.

August 15, 2005

LSP LPR

- The ANK^{Link} information was removed from the Required Text Documents on pages 23-28. The Required Text Documents titled NCOA^{Link} with ANK^{Link} was added to Appendix A on pages 47-53.

LSP RTD

- The ANK^{Link} information was removed from Version 3 of the Required Text Documents. Version 4 of the Required Text Documents was created to include the NCOA^{Link} with ANK^{Link} information.

August 8, 2005

Service Provider, End User, Developer and Backup Certification Procedures

These forms reflect the ANK^{Link} 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^{Link} 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^{Link}.

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

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

Appendix C was added to reflect the ANK^{Link} 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^{Link}.

Modifications to NCOA^{Link®} licenses and supporting documents:

In Exhibit D, the EU Monthly Customer Service Log was expanded to 2200 bytes. ANK^{Link} data and a new LACS^{Link} return code position were added. Appendix A was added to reflect the ANK^{Link} 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^{Link} data was added as Filler and a new LACS^{Link} 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^{Link} option was added.
- In Exhibit G, the LSP Monthly Customer Service Log was expanded to 2200 bytes. ANK^{Link} data was added as Filler and a new LACS^{Link} return code position was added.

DIST LPR

- A statement was added to clarify post processing in regards to Product output. Also in Exhibit B, information on the ANK^{Link} 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^{Link} option was added.

DIST Required Text Document

- A statement was added to clarify post processing in regards to Product output.
- Information on the ANK^{Link} option was added.

Compliance Testing Form

- This form was added to RIBBS under NCOA^{Link}.

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.

Modifications to NCOA^{Link®} licenses and supporting documents:

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*[®] Licensees, was removed.

Language pertaining to fees for *FASTforward* licensees transitioning to NCOA^{Link} was added.

EU Lic, page 18

- 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*[®] Licensees, was removed.
- Language pertaining to fees for *FASTforward* licensees transitioning to NCOA^{Link} 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^{Link} 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

Modifications to NCOA^{Link®} licenses and supporting documents:

- 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^{Link} 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

- 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^{Link} 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.

Modifications to NCOA^{Link®} licenses and supporting documents:

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.