

## **NCOA<sup>Link</sup> Data User Mail Processing Equipment Certification Procedures**

A certification package must be completed for each site wishing to install the NCOA<sup>Link</sup> Software on Mail Processing Equipment (MPE).

Full requirements are set forth in the USPS NCOA<sup>Link</sup> Data User MPE License Agreement and related documents. In the event of a conflict between this document and the standard NCOA<sup>Link</sup> Data User MPE License Agreement, the terms of the NCOA<sup>Link</sup> Data User MPE License Agreement shall prevail.

The following material describes the process for an Applicant to qualify for a license and certify an NCOA<sup>Link</sup> Mail Processing Equipment to update US address information on mailpieces. Information for each step of the certification process is included.

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

LICENSING DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001  
FAX: 650-577-5773

### **Step 1. Application and Self-Certification Statement Approval**

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Security Documentation
- Electronic Product Fulfillment Web Access Request Form (NCOA<sup>Link</sup> Daily Delete files and Weekly Product Updates)

USPS will notify Applicant if it determines that the potential licensee has completed Step 1 to the satisfaction of USPS.

### **Step 2. Software Acquisition**

Upon satisfaction of Step 1 requirements, USPS will provide applicant with an approval letter which will include an authorization code necessary to obtain NCOA<sup>Link</sup> MPE software. Applicant may either purchase software certified by USPS (authorization code required) from an NCOA<sup>Link</sup> software distributor that has entered into a license agreement with USPS, or develop software for use in the Applicant's processing environment.

If Applicant elects to purchase software, Applicant may proceed to Step 3 upon acquisition of software.

If Applicant elects to develop an NCOA<sup>Link</sup> MPE interface, the applicant must enter into an NCOA<sup>Link</sup> MPE Software Interface Developer License Agreement with USPS. Under this separate license agreement, Applicant must develop interface software and apply for USPS certification prior to using the software.

After Applicant obtains USPS certified NCOA<sup>Link</sup> MPE software, through purchase or development, Applicant must notify the USPS to receive the test data and may proceed to Step 3.

### Step 3. NCOA<sup>Link</sup> Testing

Applicant must submit to USPS a written request to perform an NCOA<sup>Link</sup> MPE certification test, along with a Hardware & Software Product Information Form for each platform it wishes to have certified. The USPS will notify the Applicant when it has sent a test file. (While testing will usually occur remotely, USPS reserves the right to perform testing on-site.)

The following items are tested in Step 3:

- Ability to print test decks using USPS supplied addresses in accordance with the provided specifications
- Ability to capture mailpiece images
- Ability to properly set-up the system to produce the standard NCOA<sup>Link</sup> output file with appended flags
- Ability to correctly process test decks
- Ability to spray the new addresses on the mailpieces in accordance with the NCOA<sup>Link</sup> MPE requirements
- Understanding and performance of administrative requirements which includes processing the certification test and submitting the proper paper work and/or reports.

If USPS determines that Applicant fails the initial platform(s) certification testing, Applicant may submit to USPS a written request for certification re-testing on the failed platform(s). USPS will require a re-testing payment for each platform.

### Step 4. USPS MPE Certification

Upon successfully completing Steps 1 - 4, USPS will issue an NCOA<sup>Link</sup> MPE certification approval notice to Applicant.

### Step 5. Execution of License Agreement

**NOTE: We recommend submitting a copy of the License Agreement located on our PostalPro site to your legal department for review, prior to completing the process. Please be advised the license agreement SHALL NOT be altered, modified, amended, etc.**

Upon USPS determining that Applicant has successfully completed Steps 1 – 4, USPS will forward a standard NCOA<sup>Link</sup> Data User MPE License Agreement (“License Agreement”) for signature. **The NCOA<sup>Link</sup> Data User MPE License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Upon receipt of the original signed standard NCOA<sup>Link</sup> Data User MPE License Agreement, the USPS Contracting Officer’s Representative will execute the license agreement and a copy of the executed license agreement will be mailed to the NCOA<sup>Link</sup> Data User MPE Licensee and granted access to the NCOA<sup>Link</sup> datasets via Electronic Product Fulfillment (EPF). Thereafter, the USPS will begin NCOA<sup>Link</sup> production fulfillment weekly via EPF.

**Step 1**  
**NCOA<sup>Link</sup> Data User Mail Processing Equipment**  
**Certification Procedures**

**Application**

**Please Print:**

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP + 4<sup>®</sup>: \_\_\_\_\_  
North American Industry Classification System (NAICS): \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Parent Company (if applicable): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Type of Processing:**     **Standard**                       **Enhanced (Electronic COA Data Returned to Customer)**

Site Identification:     Primary Site     Secondary Site

For Secondary Site Applications:

Provide Primary Site Authorization Code: \_\_\_\_\_

**Terms and Conditions of Application for License**

USPS is willing to grant applicant a license to use the NCOA<sup>Link</sup> Product with Mail Processing Equipment in accordance with the Terms and Conditions stated below, solely for the purpose to update US address information on mailpieces for its clients or for its own use once certified and licensed.

1. Prior to consideration for the NCOA<sup>Link</sup> Data User MPE License, **the Applicant must submit the Self-Certification Statement, along with this application and supporting documents** to enable USPS to make this determination. This information should include a description of the applicant's business and mailing-related functions. Refer to the page titled "Self-Certification Statement" for the minimum specific information that must be provided.
2. Prior to consideration for an NCOA<sup>Link</sup> Data User MPE License, potential licensee must demonstrate that the software and hardware systems to be used have obtained USPS certification at manufacturer level and the potential MPE to be NCOA<sup>Link</sup> enhanced have obtained MASS and/or CASS certification at applicant level and shall maintain this certification throughout the term(s) of the license.
3. No NCOA<sup>Link</sup> Data User MPE License will be granted to the applicant prior to USPS acceptance testing and approval of the applicant's specific NCOA<sup>Link</sup> MPE system(s).
4. Applicant understands and agrees that: (a) any MPE with NCOA<sup>Link</sup> Product may only be used by Applicant on equipment that is designed to process and output mailpieces to update existing prepared mailpieces for the purpose of acceptance and delivery by the United States Postal Service; (and/or Delivery Point Barcode Sorters), (b) The use of mail list processing using the MPE Product is prohibited. (c) if it wishes to use a mail list processing system, the standard NCOA<sup>Link</sup> Certification, License and all fees apply. (d) Applicant is prohibited from obtaining NCOA<sup>Link</sup> MPE Software prior to receipt of a unique authorization code and Step 1 approval.
5. USPS is not liable for any costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the development or testing of Applicant's proposed software.

6. Applicant is in good standing under all existing Licensing Department license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.
7. Applicant shall submit written notice to USPS of any change to the information submitted as part of this application and supporting documents within thirty (30) days of the occurrence of such change.
8. Applicant **must not be a competitor** or the parent, subsidiary or affiliate of a competitor of the USPS in the delivery of mailable matter:
  - Delivery-services competitors (including any parent, subsidiary or affiliate of such competitor) of the USPS, which includes but not limited to, any domestic or foreign corporation that provides delivery services, any foreign postal administration or any foreign government agency that provides delivery services, or any domestic subsidiaries of any foreign corporation, foreign postal administration, or foreign government that provides delivery services.
  - If approval is granted, applicant shall not permit any delivery-services competitor (including any parent, subsidiary or affiliate of such competitor) of the USPS, which includes but not limited to, any domestic or foreign corporation, any domestic subsidiaries of any foreign corporation or foreign postal administration, or any foreign government to process their mailpieces through any Mail Processing Equipment under this license.

USPS may elect not to award Applicant an NCOA<sup>Link</sup> Data User MPE License Agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.

**I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining an NCOA<sup>Link</sup> Data User Mail Processing Equipment License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).**

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

By: \_\_\_\_\_ (Signature)



**Step 1**  
**NCOA<sup>Link</sup> Data User Mail Processing Equipment**  
**Certification Procedures**

**Self-Certification Statements**

***The following provides clarification and specifics for Step 1 of the Application process. This must be provided for evaluation along with the Application.***

1. Include a narrative describing the nature of the applicant's business, with emphasis on its mailing-related functions and experience in this business.
2. Include a description of how the applicant plans to utilize the NCOA<sup>Link</sup> Mail Processing Equipment technology as part of its business and/or service offering.
3. Key Personnel list (attached)
4. Implement a centralized distribution email address with the prefix as ncscinfo@\_\_\_\_\_
5. Complete the Electronic Product Fulfillment Web Access Request Form (PS Form 5116) to retrieve NCOA<sup>Link</sup> Daily Delete files and weekly product fulfillment; the form is located at <https://postalpro.usps.com/EPF001.pdf>.
6. Complete the attached Security Documentation

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

**What is your intended use of the NCOA<sup>Link</sup> MPE Process:**

- Service Provider Only
- In-House Processing Only
- Both

**Step 1**  
**NCOA<sup>Link</sup> Data User Mail Processing Equipment**  
**Certification Procedures**

**Key Personnel**

**LICENSING CONTACT: (Primary contacts for licensing issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**SITE CONTACT: (Primary contacts for operational issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**FULFILLMENT CONTACT: (Primary contacts for product fulfillment)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**Step 1**  
**NCOA<sup>Link</sup> Data User Mail Processing Equipment**  
**Certification Procedures**

**Key Personnel**

**TECHNICAL CONTACT: (Primary contacts for technical issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - Ext: \_\_\_\_\_ FAX: ( ) -  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_

**MARKETING CONTACT: (Information to be posted on USPS PostalPro Website  YES  NO)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - Ext: \_\_\_\_\_ FAX: ( ) -  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Company Web site: \_\_\_\_\_  
Customer Service Email: \_\_\_\_\_  
Customer Service Phone: \_\_\_\_\_

**BILLING CONTACT: (Primary contacts for billing issues)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - Ext: \_\_\_\_\_ FAX: ( ) -  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_  
Alternate Contact \_\_\_\_\_  
Phone: ( ) - Email: \_\_\_\_\_



**Step 1**  
**NCOA<sup>Link</sup> Data User Mail Processing Equipment**  
**Certification Procedures**

**Security Documentation**

Provide a narrative on how the physical and electronic environments of the NCOA<sup>Link</sup> data/technology will be secure. This includes storage of the NCOA<sup>Link</sup> weekly updates. A diagram and/or flowchart describing the specific measures may be provided. (Attach separate documents if necessary.)

**Step 3**  
**NCOA<sup>Link</sup> Data User Mail Processing Equipment**  
**Certification Procedures**

**Hardware & Software Product Information Form**

Applicant must complete this document for each platform/operating systems it wishes to have certified:

Platform or Operating System	:	_____
NCOA <sup>Link</sup> MPE Software Vendor	:	_____
NCOA <sup>Link</sup> MPE Software Product Name	:	_____
NCOA <sup>Link</sup> MPE Software Product Version	:	_____
LACS <sup>Link</sup> Software Product Name	:	_____
LACS <sup>Link</sup> Software Product Version	:	_____
Suite <sup>Link</sup> Software Product Name	:	_____
Suite <sup>Link</sup> Software Product Version	:	_____
DPV Software Product Name	:	_____
DPV Software Product Version	:	_____

**NCOA<sup>Link</sup> Software Fulfillment options:**

- |  |   |
|--|---|
| <input type="checkbox"/> NCOA <sup>Link</sup> HASH | <input type="checkbox"/> NCOA <sup>Link</sup> with ANK <sup>Link</sup> HASH |
| <input type="checkbox"/> NCOA <sup>Link</sup> FLAT | <input type="checkbox"/> NCOA <sup>Link</sup> with ANK <sup>Link</sup> FLAT |
| <input type="checkbox"/> BOTH                      | <input type="checkbox"/> BOTH   |

**NOTE:** Checklists for all supporting documents will be available at time of testing. The USPS shall not be obligated to pay any costs incurred in preparing any technical proposal, software development costs, or testing costs regardless of whether or not the USPS awards an NCOA<sup>Link</sup> Data User MPE License to the applicant.

**Note:** Please mark any item as N/A if it is not applicable.

**Step 3**  
**NCOA<sup>Link</sup> Data User Mail Processing Equipment**  
**Certification Procedures**

**Hardware & Software Information**

*NOTE: This page may be copied for multiple systems. A completed form must be submitted for each system.*

Mail Processing Equipment Manufacturer Information	
Company Name	
Contact Name	
Vendor Name	
Mailing Address	
Telephone Number	

Hardware Information	
Model #	
Serial #	
Transport and Belt Speed	
Inkjet Printer and Model #	
Optics (list all cameras)	

MASS <sup>TM</sup> Certified Software and Version Number	
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If this machine will be used for FLATS processing, please select the option below:

- Option 1 - Culling from the Commercial Mailing
- Option 2 - Retaining NCOA<sup>Link</sup> MPE Matched Flat-sized Mailpieces within Commercial Mailing
- Option 3 - NCOA<sup>Link</sup> MPE Notification Via Returned Mailpiece Processing
- Option 4 – Spraying Updated COA Information on Mailpieces

## NCOA<sup>Link</sup> Mail Processing Equipment Options for Flat-Size Mailpieces

The USPS® handles flat mailpieces differently than it handles letter-sized mail. There are limitations on the placement and number of barcodes that can be used on a flat mailpiece and a clear zone for placement of change-of-address (COA) information is not defined. As a result, the methods allowed for handling flat mailpieces that are processed using the NCOA<sup>Link</sup> MPE system are not the same as the methods allowed for letter-size mailpieces.

Licensees will be required to use software that has been approved at the manufacturer level to ensure the proper functionality of this process on all flat sorting Multi-line Optical Character Readers (MLOCRs) on which this technology and solution is implemented before the Licensee will be allowed to use on that MLOCR to process flat mailpieces to meet the Move Update Requirement using NCOA<sup>Link</sup> MPE technology.

NCOA<sup>Link</sup> MPE Data User Licensees may, at their option, process flat-sized mailpieces on NCOA<sup>Link</sup> MPE-enabled MLOCRs that are capable of processing flat-sized mailpieces. Licensees electing to do so have three processing options:

### **Option 1: Culling from the Commercial Mailing**

The identification of flat-sized mailpieces that obtain an NCOA<sup>Link</sup> MPE match and culling them from the presorted mailstream is an appropriate use of NCOA<sup>Link</sup> MPE.

1. Flat-sized mailpieces that obtain a match to a new address are allowed to be culled from the presorted mailing and be entered separately, by the Licensee, at the First-Class Mail Retail Price appropriate for its weight.
  - a. The NCOA<sup>Link</sup> MPE-enabled MLOCR system must suppress spraying any COA information onto the flat-sized mailpiece.
2. Those pieces that did not receive an NCOA<sup>Link</sup> MPE match remain in the presorted mailing and are considered to have met the Move Update requirement.

### **Option 2: Retaining NCOA<sup>Link</sup> MPE matched Flat-sized Mailpieces within Commercial Mailing**

The forwarding information text and delivery point code returned by the USPS NCOA<sup>Link</sup> MPE system, after a match is made to the name and address information provided from the Licensee's MLOCR system shall only be applied to the flat-size mailpiece in accordance with the specifications stated in DMM 302, Elements on the Face of a Mailpiece for Discount Flats, and within this policy. The Licensor reserves the right to modify these specifications at any time upon 30 calendar days notice.

The information to be applied to the mailpiece as a result of NCOA<sup>Link</sup> MPE processing consists of two major segments: 1) The NCOA<sup>Link</sup> MPE text information that represents the new (forwarded to) address, and 2) the delivery point barcode associated with the new address.

There are different DMM requirements for address and barcode placement for First-Class Mail and Standard Mail. Therefore, the NCOA<sup>Link</sup> MPE information printing and placement requirements for each class of mail are dealt with separately.

To achieve the USPS desired consistency of service and enable the application of NCOA<sup>Link</sup> MPE information to the widest possible range of mailpiece sizes (letters and flats) that mailers desire to use, the following requirements must be met by the Licensee:

#### First-Class Mail Commercial Flat-sized Mail

1. Alternative: Obliterate Old Address – Affix New:  
For Licensees wanting to use labeling equipment:

- 1.1. Flat-sized mailpieces that are NCOA<sup>Link</sup> MPE matched and sprayed with COA information, in the traditional lower right-hand corner, are sorted to a separate bin.
- 1.2. A new complete name, address, and barcode label containing the new COA information supplied by NCOA<sup>Link</sup> MPE is transferred to a label and is affixed onto the mailpiece covering the old address information in the culling operation.
  - 1.2.1. The NCOA<sup>Link</sup> MPE system provides the Licensee's system the Output record that contains the new delivery line address and the numeric delivery point code, including check digit. This information must be used by the Licensee's system to reverse look-up the delivery point code to obtain the City and State. The Licensee's system will then combine the addressee's name and the new City and State with the NCOA<sup>Link</sup> MPE-provided new delivery line address and the numeric representation of the five-digit ZIP Code™. This new name and address and resulting delivery point barcode will be printed on a label and affixed onto the mailpiece covering the old address information.
- 1.3. The sprayed COA information, in the traditional lower right-hand corner, is also manually obliterated.
- 1.4. Those flat-sized mailpieces with the newly affixed label of the new address information are re-introduced into the Licensee's sortation/preparation processes.
- 1.5. All mailpieces, both non-matched and the matched with the subsequent newly affixed labels are considered to have met the Move Update requirement.
- 1.6. The Licensee shall ensure all mailpieces are appropriate for processing through the NCOA<sup>Link</sup> MPE platform. Mailpieces must have a background that provides sufficient contrast to the NCOA<sup>Link</sup> MPE information, including the delivery point barcode, which enables effective USPS processing. Mailpieces must also have an adequate clear area for the application of NCOA<sup>Link</sup> MPE information. The Licensee shall ensure that no NCOA<sup>Link</sup> MPE information is printed over pre-existing information. The Licensee shall further ensure that no flat-sized mailpieces contain an Intelligent Mail barcode in the address block.
- 1.7. The Postal Service™ will evaluate automated solutions that accomplish the manual process described in item 2 on a case by case basis.

#### Standard Mail Commercial Flat-sized Mail

The following DMM requirement states:

##### DMM 302.2.2.2 Address Placement on Enveloped or Polywrapped Pieces

The following standards apply to enveloped, polywrapped, or card-style Periodicals (including shrinkwrapped Firm bundles), Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices:

- a. The "top" of the mailpiece is either of the shorter edges.
- b. The entire delivery address must be within the top half of the mailpiece (see Exhibit 2.2), except under 2.2c or 2.2d. Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- c. If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.
- d. If the delivery address is placed on an insert polywrapped with the host piece:
  1. The address must not appear on a component that rotates within the bag.

2. The address must remain visible throughout the addressed component's range of motion.
3. The insert must be affixed to maintain the address entirely in the top half throughout processing and delivery or, if not affixed, the insert must maintain at least the beginning 0.5 inch of the address in the top half. The "beginning 0.5 inch" means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.

To reiterate for our purposes, the addresses on Standard Mail Commercial Flats must be placed on the top half and at least 1/8 inch from any edge of the mailpiece. Therefore, spraying in the traditional NCOA<sup>Link</sup> MPE area of the lower right-hand corner of the mailpiece is not allowed. The only allowable method to print NCOA<sup>Link</sup> MPE information including new barcode is as follows:

1. Obliterate Old Address – Affix New:
  - 1.1. Flat-sized mailpieces that are NCOA<sup>Link</sup> MPE matched and sprayed with COA information, in the traditional lower right-hand corner, are sorted to a separate bin.
  - 1.2. A new complete name, address and barcode label containing the new COA information supplied by NCOA<sup>Link</sup> MPE processing is transferred to a label and is affixed onto the top half of the mailpiece covering the old address information in the culling operation.
    - 1.2.1. The NCOA<sup>Link</sup> MPE system provides the Licensee's system the Output record that contains the new delivery line address and the numeric delivery point code, including check digit. This information must be used by the Licensee's system to reverse look-up the delivery point code to obtain the City and State. The Licensee's system will then combine the addressee's name and the new City and State with the NCOA<sup>Link</sup> MPE-provided new delivery line address and the numeric representation of the five-digit ZIP Code. This new name and address and resulting delivery point barcode will be printed on a label and affixed onto the mailpiece covering the old address information.
  - 1.3. The sprayed COA information, in the traditional lower right-hand corner, is also manually obliterated.
  - 1.4. Those flat-sized mailpieces with the newly affixed label of the new address information are re-introduced into the Licensee's sortation/preparation processes.
  - 1.5. All mailpieces, both non-matched and the matched with the subsequent newly affixed labels are considered to have met the Move Update requirement.
  - 1.6. The Licensee shall ensure all mailpieces are appropriate for processing through the NCOA<sup>Link</sup> MPE platform. Mailpieces must have a background that provides sufficient contrast to the NCOA<sup>Link</sup> MPE information, including the delivery point barcode, which enables effective USPS processing. Mailpieces must also have an adequate clear area for the application of NCOA<sup>Link</sup> MPE information. The Licensee shall ensure that no NCOA<sup>Link</sup> MPE information is printed over pre-existing information. The Licensee shall further ensure that no flat-sized mailpieces contain an Intelligent Mail barcode in the address block.
  - 1.7. The Postal Service will evaluate automated solutions that accomplish the manual process described in item 1 on a case by case basis.

**Option 3: NCOA<sup>Link</sup> MPE Notification Via Returned Mailpiece Processing**

This option is exactly like the Returned Mailpiece Processing mode for letters.

1. Processing in this mode will allow the return of flat mailpieces to the mailer that have been updated with new address information for individuals, businesses, or families that have moved. However, Licensee's must separate the NCOA<sup>Link</sup> MPE matched mailpieces from all other mailpieces in the Run, for return to the customer. To allow customers (mailers) the opportunity to update their databases without causing delays in entering mailpieces into the mailstream, mailpieces with updated COA information must be returned to customers (mailers) unless an agreement is in place that authorizes a service provider to receive this information on their behalf.
2. Mailers must request Notification via Returned Mailpiece processing by completing an NCOA<sup>Link</sup> MPE Data User Processing Acknowledgement Form and submitting it to the Licensee. Licensees are required to ensure its customers (mailers) fully understand and agree to the outcome of this option on their mailpieces. Specifically, the fact that mailpieces with NCOA<sup>Link</sup> MPE matched names and addresses will be updated with new address information, or 'NEW ADDRESS INFORMATION UNKNOWN' – if the name and address on the mailpiece is matched to a Moved, Left No Address, Box Closed No Order, or foreign move, --and will be returned to them by the Licensee.
3. Those pieces that did not receive an NCOA<sup>Link</sup> MPE match remain in the presorted mailing and are considered to have met the Move Update requirement.
4. In order to offer this option the Licensee must ensure that the mailpiece must be capable of having the NCOA<sup>Link</sup> MPE matched address applied to the piece in a legible fashion (no overspray may occur).

#### **Option 4: Spraying Updated COA Information on Mailpieces**

Processing of flat mailpieces in which ZIP+4/DPC information is obtained and mailpieces that are matched to the NCOA<sup>Link</sup> Product are sprayed with updated COA information for individuals, families and businesses. These mailpieces are immediately entered into the mailstream.

Section 302.5.1 (Barcode Placement for Flats) of the DMM<sup>®</sup> has been updated to outline the guidelines for barcode placement on flat-sized mailpieces. Under this ruling, two Intelligent Mail<sup>®</sup> (IM) barcodes are allowed on a flat-sized mailpiece. A second IM barcode on a flat mailpiece with or without a COA line is acceptable. For example, for mailpieces where an address is sprayed due to Suite<sup>Link</sup> and LACS<sup>Link</sup> processing, there will be an address text line with no leading 'COA' identifier. In other cases, there will be no text at all.

For more information on Barcode Placement for Flats, please refer to the document located on PostalPro at: <https://postalpro.usps.com/node/600>.