

# LICENSING ANNOUNCEMENT

## AUGUST 7, 2015

### NCOA<sup>Link</sup>® Onsite Reviews

**Primary Audience:** All NCOA<sup>Link</sup> Full and Limited Service, End User Mailer and MPE Data User Licensees

In a coordinated effort that began in December 2014, the Licensing and Certification Department and United States Postal Inspection Service (USPIS) have teamed up to conduct NCOA<sup>Link</sup> onsite reviews at Licensees' site locations. Licensees will receive a 24-hour notice prior to USPIS arrival. These onsite reviews ensure license compliance with the guidelines outlined in the NCOA<sup>Link</sup> license agreement.

The Audit and Inspection Rights section of the NCOA<sup>Link</sup> license agreement states:

USPS, or its designated agents or representative, shall have the right to visit Licensee's premises and examine Licensee's computer systems, processing files, documents, and other materials relating to the use of the Service Materials with or without notice to Licensee. Licensee shall provide USPS or its agents access during normal business hours to the premises, books, and records that relate to the use of the Service Materials and the USPS Trademarks by Licensee.

If you have any questions or need additional information regarding licensing, please contact the Licensing Department at 800-589-5766 or [ncoalink@usps.gov](mailto:ncoalink@usps.gov).