

LICENSING ANNOUNCEMENT

NOVEMBER 7, 2008

Service Provider PAF and RTD

Primary Audience: NCOA^{Link®} Full and Limited Service Providers; NCOA^{Link} Developers are copied on this announcement as a courtesy.

What: The NCOA^{Link} Processing Acknowledgement Form has been updated to reflect the addition of the alternate PAF method. The language in the top section of the PAF states the following:

The collection of information on this Processing Acknowledgement Form (PAF) is required by the Privacy Act of 1974. The United States Postal Service[®] (USPS[®]) requires that each NCOA^{Link} Licensee have a completed NCOA^{Link} PAF for each of their NCOA^{Link} customers prior to providing the NCOA^{Link} service. The Licensee is also required by the USPS to retain a copy of the completed form for each of its customers and to obtain an updated PAF from each of its customers at minimum once per year. 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.

This language is updated in the Service Provider, Combined, and Mail Processing Agent PAFs.

Additionally, the Full Service and Limited Service PAFs have been merged into a single Service Provider PAF. This document is now called the Service Provider PAF and is currently posted to the RIBBS[™] website <http://www.ribbs.usps.gov/files/NCOALINK/> under FSP Info and LSP Info.

In conjunction with the Service Provider PAF, the Full and Limited Service Provider Required Text documents have been merged into a single document named the Service Provider RTD and is currently posted to the RIBBS[™] website <http://www.ribbs.usps.gov/files/NCOALINK/> under FSP Info and LSP Info. Both Full and Limited Service Providers can use this document as part of their NCOA^{Link} Information Package. This document contains information on the ANK^{Link™} process. If you are not an ANK^{Link} Provider, it is the Licensees' responsibility to remove any information that does not pertain to them.

Along with the Service Provider PAF and Required Text document, the appropriate LPRs have also been updated.

When: This updated PAF and RTD should be implemented during PAF renewal.

Impact: The Service Provider PAF and RTD add cohesiveness to the PAF process. Also the updated language on the PAF reflects the alternate PAF method.

What you need to do: Begin using these updated documents during PAF renewal.