

# LICENSING ANNOUNCEMENT

NOVEMBER 5, 2015

## CLARIFICATION TO ADDRESSES ON NCOA<sup>Link</sup>® PAFS

**Primary Audience:** NCOA<sup>Link</sup> Full and Limited Services Provider and MPE Data User Licensees

On September 14, a notice was sent to Licensees regarding the requirement to provide physical street addresses on NCOA<sup>Link</sup> Processing Acknowledgement Forms (PAFs) since PO Box™ and Private Mailbox (PMB) addresses are not acceptable. In an effort to help clarify the PO Box address issues when the physical street is not provided or not valid on the ZIP + 4® database, below are guidelines to follow.

- Licensees should always try to get the client's **physical street** address for the **PAF only**. Licensees can continue to accept PO Box addresses as clients' mailing addresses.
- If physical street addresses do not ZIP + 4/DPV® confirm, Licensees need to compile a list of the addresses consisting of the following information:
  - Company name
  - Physical street address
  - PO Box address (if applicable)
  - This list should be sent to the Licensing Department via [ncoalink@usps.gov](mailto:ncoalink@usps.gov). The Licensing Department will assist the AMS (Address Management System) offices for the specified addresses to either correct or add the addresses to the ZIP + 4 database.
- Due to the 911 emergency systems, PO Box only addresses will still have physical street addresses associated with them.
- Reject PAFs if clients are not able to provide any address at all.

If you have any further questions regarding this notice, please submit them in writing to [ncoalink@usps.gov](mailto:ncoalink@usps.gov).