

LICENSING ANNOUNCEMENT

JANUARY 28, 2022

UPDATES TO INFORMATION

Primary Audience: All NCOA^{Link}[®] Licensees

As a reminder, any pertinent updates to Licensees' information related to the NCOA^{Link} Product, i.e. company name changes, mergers, acquisitions, contact information, company location, server location, software changes, require notification to the USPS[®] Licensing Department. Notifications should be sent to ncoalink@usps.gov.

The Non-Transferable section of the NCOA^{Link} License Agreement states:

Any change to the personnel, location, and/or software systems for activities involving or relating to the NCOA^{Link} Product, Service Materials, or to the information contained in the application materials submitted by Licensee to USPS must be reported to the USPS immediately. USPS may consider Licensee's failure to report such changes to USPS as a default under this Agreement.

Updating your company's contact information ensures the Licensing Department has the latest company information on file and that Licensees follow the guidelines set forth in the NCOA^{Link} license agreements. Failure to notify the Licensing Department of any company-related changes that affect your NCOA^{Link} license may lead to license suspension.

If any information needs to be updated for your company at any time, complete the appropriate forms listed below and submit them via ncoalink@usps.gov or fax to 650-577-5773.

- **Key Personnel Form** – [Licensing and Certification Key Personnel Form for NCOALink[®] | PostalPro \(usps.com\)](#)
- **Compliance Testing Form for Software Changes** – [NCOALink[®] Compliance Testing Form | PostalPro \(usps.com\)](#)

If you have any questions regarding this notice, please submit them in writing to ncoalink@usps.gov.