



MAIL PROCESSING AGENT NCOALink® PROCESSING ACKNOWLEDGEMENT FORM (FULL SERVICE PROVIDER PROCESSING ONLY)

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 NCOALink Full Service Provider Licensee have a completed NCOALink PAF for each of their NCOALink Mail Processing Agents prior to providing the NCOALink service. The Full Service Provider Licensee is also required by the USPS to retain a copy of the completed form for each of its Mail Processing Agents and to obtain an updated PAF from each of its Mail Processing Agents 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.

MAIL PROCESSING AGENT

Company Name			
Address		Urbanization	
City		State	ZIP+4
Telephone Number	Fax Number	NAICS	
Email Address	USPS Mailer ID	CRID	
Company Website (optional)			
<p>I, the undersigned, an authorized representative of _____, a Mail Processing Agent, do hereby acknowledge that I have received, reviewed and agree to comply with the terms in the NCOALink Full Service Provider Mail Processing Agent Information Package supplied to me by _____, an NCOALink Full Service Provider Licensee. I understand that the sole purpose of the NCOALink service is to provide a mailing list correction service for lists that will be used for preparation of mailings. I understand that NCOALink may not be used to create or maintain new movers' lists. Furthermore, I agree to the following terms and conditions:</p> <ul style="list-style-type: none"> Agent must submit to the Full Service Provider Licensee a minimum of 100 unique names and addresses on each mailing list for NCOALink processing for acceptance, handling, and delivery by the USPS. Agent will not return updated address records to the original owner nor will the updated list be used for any purpose other than for mailing the original mail pieces from the original mailing list owner. Agent must destroy the original and updated mailing list within 30 days from the date the mail pieces are deposited into the mail stream. Agent acknowledges that the USPS has the right to audit and inspect the Agent's processes and procedures pertaining to the NCOALink service without prior notice. Agent shall not disclose any updated address information to any third parties for any purpose whatsoever. Agent understands that failure to comply with these terms and conditions may result in the loss of eligibility to participate in the NCOALink Mail Processing Agent Program. 			
Name (Please print)		Title	
Signature		Date	
Parent Company Name			

FULL SERVICE PROVIDER LICENSEE

Business Name (Please print)		
Name (Please print)		Title
Signature		Date
Telephone Number	Fax Number	PAF ID