

# NCOA<sup>Link</sup>™ Software Interface Distribution Certification Procedures

**Attention Distributor Licensee Applicants: *Applicant is prohibited from representing to third parties that USPS has certified Applicant's software product until USPS issues a software certification notice and Software Interface Distribution License Agreement to Licensee as described in Step 4, below. Prior to receiving the software certification notice from USPS and executing a Software Interface Distribution License Agreement with USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the NCOA<sup>Link</sup> product.***

The following material describes the process for an Applicant to qualify for a license to distribute NCOA<sup>Link</sup> software. Information for each step of the certification process is included.

Full requirements are set forth in the USPS NCOA<sup>Link</sup> License Agreements and related documents. In the event of a conflict between this document and the standard NCOA<sup>Link</sup> License Agreement, the terms of the NCOA<sup>Link</sup> Licensee Agreement prevail.

Applicant must submit all materials to USPS at the following address:

NCOA<sup>Link</sup> PRODUCT DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

## Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Web Access Request Form
- Security Documentation

USPS will notify Applicant if it determines that Applicant has completed Step 1 to the satisfaction of USPS.

## Step 2. Execution of License

Upon successful completion of Step 1 and issuance of a certification notice under the separate Software Development License, USPS will forward an approval letter, prorated fee chart and a standard NCOA<sup>Link</sup> Software Interface Distribution License Agreement to Applicant. **The NCOA<sup>Link</sup> License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Applicant must return the original signed standard License Agreement to USPS together with payment of the license fee. After USPS receives the signed License

Agreement and payment, and completes its review and approval, USPS will sign the License Agreement. USPS will then forward a copy of the fully executed License Agreement to Applicant.

**The Software Interface to be distributed under the standard Software Interface Distribution License Agreement must be developed, certified and maintained by Applicant under a separate Software Interface Developer Agreement.**

**Step 1**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Application**

**Please Print:**

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_  
Tax ID No. (TIN): \_\_\_\_\_ Standard Industry Code (SIC/NAICS): \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Parent Company (if applicable): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Terms and Conditions of Application for License**

1. Applicant understands and agrees that: (a) the NCOA<sup>Link</sup> product may only be used by Applicant or parties using Applicant's NCOA<sup>Link</sup> software program(s) ("software") to update existing mailing lists that are used to prepare mail for the purpose of acceptance and delivery by the United States Postal Service; (b) Applicant must represent to parties interested in using its software that use of Applicant's software is restricted to parties that have been approved to enter into NCOA<sup>Link</sup> product license agreements with the United States Postal Service (USPS); and (c) Applicant (if it enters into an NCOA<sup>Link</sup> product license agreement for the sale of its software) is prohibited from selling and/or distributing its software to any party that is not approved for a USPS NCOA<sup>Link</sup> product license.
2. Prior to consideration for an NCOA<sup>Link</sup> Commercial Sale and Distribution license, Applicant must demonstrate its capability of software development, support and maintenance to the sole satisfaction of USPS. **Applicant must submit the Self-Certification Statement, along with this Application** to enable USPS to make this determination.
3. Applicant is not eligible to receive an NCOA<sup>Link</sup> Commercial Sale and Distribution license prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is successful, and (3) certifying the Applicant's specific NCOA<sup>Link</sup> software.
4. Applicant is prohibited from representing to third parties that USPS has certified Applicant's software until such time as Applicant receives a software certification notice from USPS. Prior to receiving the software certification notice from USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the NCOA<sup>Link</sup> product.
5. USPS is not liable for any and all costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the development or testing of Applicant's proposed NCOA<sup>Link</sup> software.
6. Applicant is in good standing under all existing license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.

7. USPS may elect not to award Applicant a Commercial Sale and Distribution license agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.
8. Applicant shall submit written notice to USPS of any material change to the information submitted as part of the application and supporting documents within thirty (30) days of the occurrence of such change.

**I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS NCOA<sup>Link</sup> Software Interface Distribution License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (US Code, Title 18, Section 1001.)**

Applicant Name: \_\_\_\_\_

By: \_\_\_\_\_(Signature)

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Step 1**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Confidentiality Statement**

All material supplied in connection with the application for and use of NCOA<sup>Link</sup> Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with NCOA<sup>Link</sup> technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to using the NCOA<sup>Link</sup> Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards an NCOA<sup>Link</sup> License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into of an NCOA<sup>Link</sup> License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Product Name \_\_\_\_\_ NCOA<sup>Link</sup> Product \_\_\_\_\_

Company Name (please print): \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return to:  
NCOA<sup>Link</sup> LICENSING DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

**Step 1**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Self-Certification Statements**

***The following provides clarification and specifics for Item 2 of the Application. This must be provided for evaluation along with the Application.***

1. A narrative describing the nature of the applicant's business, with emphasis on its experience in software development, support and maintenance.
  
  
  
  
  
  
  
  
  
  
2. A description of how the applicant plans to utilize NCOA<sup>Link</sup> technology as part of its business or service offering.
  
  
  
  
  
  
  
  
  
  
3. Key Personnel list (attached)
  
  
  
  
  
  
  
  
  
  
4. PS Form 1357, Web Access Request Form (to obtain a current copy of this document, please visit, <http://www.usps.com/forms/pdf/ps1357w.pdf> )
  
  
  
  
  
  
  
  
  
  
5. Security Documentation (to obtain a current copy of this document, please visit <http://www.ribbs.usps.gov/files/ncoalink/SITESECURITYREVIEW.PDF> )

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

**Step 1**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Key Personnel**

<b>LICENSING CONTACT:</b> (Primary contact for licensing issues)	
Contact Name: _____	
Company Name: _____	
Address: _____	
City: _____	State: _____ ZIP+4: _____ - _____
Phone: (____) _____ - _____	Ext: _____ Fax: (____) _____ - _____
Email address: _____	
Alternate Contact Name: _____	Email: _____
Alternate Contact Name: _____	Email: _____
<b>SITE CONTACT:</b> (Primary contact for operational issues)	
Contact Name: _____	
Address: _____	
City: _____	State: _____ ZIP+4: _____ - _____
Phone: (____) _____ - _____	Ext: _____ Fax: (____) _____ - _____
Email address: _____	
Alternate Contact Name: _____	Email: _____
Alternate Contact Name: _____	Email: _____
<b>TECHNICAL CONTACT:</b> (Primary contact technical issues)	
Contact Name: _____	
Address: _____	
City: _____	State: _____ ZIP+4: _____ - _____
Phone: (____) _____ - _____	Ext: _____ Fax: (____) _____ - _____
Email address: _____	
Alternate Contact Name: _____	Email: _____
Alternate Contact Name: _____	Email: _____
<b>MARKETING CONTACT:</b> (Information to be posted to USPS RIBBS Website <input type="checkbox"/> YES <input type="checkbox"/> NO)	
Contact Name: _____	
Address: _____	
City: _____	State: _____ ZIP+4: _____ - _____
Phone : (____) _____ - _____	Ext: _____ Fax: (____) _____ - _____
Contact Email address: _____	
Company website: _____ Customer Service Email: _____	
Customer Service Phone: (____) _____ - _____	
<b>BILLING CONTACT:</b> (Primary contact for billing issues)	
Contact Name: _____	
Address: _____	
City: _____	State: _____ ZIP+4: _____ - _____
Phone: (____) _____ - _____	Ext: _____ Fax: (____) _____ - _____
Email address: _____	
Alternate Contact Name: _____	Email: _____

## **Step 1**

### **NCOA<sup>Link</sup> Software Interface Distribution Security Documentation**

Provide a description of the specific measures taken to secure the physical and electronic environments in which the NCOA<sup>Link</sup> system will reside. (Attach separate documents if necessary.)

If descriptions are not clear or further clarification is needed, a diagram and/or a Site Security Review Worksheet may be required. The Site Security Review Worksheet may be downloaded from the USPS web site <http://www.ribbs.usps.gov/files/ncoalink/SITESECURITYREVIEW.PDF>.

**Step 2**  
**NCOA<sup>Link</sup> Software Interface Distribution**  
**Execution of License**

Upon USPS determining that Developer has successfully completed Step 1 and USPS issuance of a software certification notice under separate License Agreement, USPS will forward an approval letter, a prorated fee chart and a standard NCOA<sup>Link</sup> Software Interface Distribution License Agreement to Applicant. **The NCOA<sup>Link</sup> License Agreement must be signed by an officer who possesses all necessary legal authority to sign on behalf of the company, firm, or organization.** The signed, original agreement and fee payment must then be returned to the USPS at the following address:

**NCOA<sup>Link</sup> LICENSING DEPARTMENT**  
**NATIONAL CUSTOMER SUPPORT CENTER**  
**UNITED STATES POSTAL SERVICE**  
**6060 PRIMACY PKWY STE 201**  
**MEMPHIS TN 38188-0001**

Upon USPS review and approval of the signed License Agreement and receipt of the license fee, USPS shall execute the License Agreement and return a copy to Applicant.



Use this form to create a WEB based account with the National Customer Support Center (NCSC). This account will be used to send and receive (upload/download) files for the business affiliation indicated below to/from the NCSC. Please complete the form and return it by mail or fax using the information at the bottom of this form. We will email you to notify you of approved access.

Select a business affiliation (complete a separate form for each business affiliation request):

- Address Change Service (ACS)
FASTforward
National Change of Address (NCOA)
NCOA Link
CASS (Coding Accuracy Support System)
MASS (Multi-Line Accuracy Support System)
FFMUN
Other (Specify):

A. Requestor

1. Name (Please print)
2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number
4. Telephone Number (Include area code)
5. Email Address
6. Fax Number (Include area code)

B. Manager

1. Name (Please print)
2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number
4. Telephone Number (Include area code)
5. Email Address
6. Fax Number (Include area code)

C. Address

1. Department
2. Company Name
3. Urbanization Code (Puerto Rico only)
4. Street Address (No., street, ste./apt. no., PO box no.)
5. City
6. State
7. ZIP + 4

Privacy Act Statement: Your information will be used to process your request for access to data and/or files on USPS computer systems. Collection is authorized by 39 USC 401, 403, & 404.

Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information without your consent to third parties, except to facilitate the request, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities, including law enforcement, as authorized by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information on our privacy policies see our privacy link on usps.com.

Requestor's Signature
Date
Manager's Signature
Date

Address Management/NCSC Use Only
NCSC Business Account Number
ID Assigned
Password Assigned
Date Email Sent to Customer
NCSC Initials
Comments

If you have any questions about this Web Access Request form, please contact Technical Support at: 1-800-331-5746; or send us an email at: ncoamemphis.ncsc@usps.gov. Otherwise, forward this completed form by mail or fax to: MOVE UPDATE SUPPORT GROUP NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001 Fax: 901-767-8853