UWF Address List Certification

Postal Regulations require that all outgoing automation UWF Standard Mail (bulk) must have the zip code accuracy verified within the last 95 days. The 5-digit zip code for each address of a mailing must have been verified and corrected within 95 days prior to the date of the mailing by a U.S. Postal Service approved method. **Check the approved method** you have used to verify and correct the zip codes in your address list for this mailing and **complete the other required information.** If you are requesting Postal Services to accomplish this, please note this in 1d below.

1. **Check Method(s) Used:**
   a. _____ CASS Certified Address Matching Software & NCOA link
   c. _____ Ancillary Endorsements
   d. _____ Use of Service Provider (Provider’s Name________________________
   e. _____ Electronic Lookup Service (Service’s Name ______________________)

2. **Complete the Following:**
   I, __________________________________, of ___________________________, (Print Name) (Department, Office, Organization)
   certify that the zip codes for this mailing have been verified and corrected by the above method. This was accomplished on ___________________. The name of this mailing is ____________________________________________________________________.
   (Date Verified) (Mail Piece Name)

3. **This mailing qualifies as (check one):**
   _____ Nonprofit Standard Mail
   _____ Regular Standard Mail

4. **This Mailing qualifies for Presorted First Class or Automation Rates.**
   Yes _____ or No _____. This requires **address** verification within the last 95 days.

5. **Sample mail piece has been provided** for UWF Postal Services files: Yes___ No ___

6. **Signature** ___________________________ Date ___________ Phone ____________