

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
- b. Manual Verification Using National Zip Code Directory
- 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** _____