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Certification of
Move Update Compliance

The undersigned authorized representative of (mail owner) _____ hereby acknowledges that mail must meet the Move Update standards in order to qualify for USPS® First-Class Mail® Discounted Prices or for Standard Mail® Discounted Prices. The Move Update standards for First-Class Mail and for Standard Mail are set forth in the USPS Domestic Mail Manual (DMM®). The undersigned certifies:

The addresses on all First-Class Mail and Standard Mail submitted to **PRE-SORT CENTER** for mailing at discounted prices have been updated within 95 days of the date the mail is submitted to the Postal Service™ using the following approved address updating process.

CHECK ALL THAT APPLY:

- NCOA^{Link®} product
- One Code ACSTTM / ACSTTM product
- Appropriate ancillary service endorsement *(Including appropriate address record corrections)*
- FASTforward[®] MLOCR via an agreement with (mail preparer) _____
- A National Customer Support Center (NCSC) approved alternate method available to **First-Class Mail** mailers only who:
 - (a) are subject to statutory or regulatory restrictions that prohibit changing customer addresses without direct notification from the addressee or a probation on the release of address information; or
 - (b) have an address correction process that effectively produces a Move Update accuracy of at least 99% as measured against the Postal Service Change-of-Address (COA) data. (Attach copy of NCSC Approval for either alternative.)

The undersigned acknowledges and agrees that the (mail owner) _____ will be liable for, and will pay any noncompliance charges assessed against **PRE-SORT CENTER** by the USPS for Move Update errors/omissions on discounted First-Class or discounted Standard Mail submitted to the USPS indirectly through **PRE-SORT CENTER**.

(Mail owner) _____ agrees to submit an updated Pre-Sort Form 6014 to **PRE-SORT CENTER** if any information provided on this form changes.

I hereby certify on behalf of (mail owner) _____ that all information furnished on this form is accurate, truthful, and complete.

Printed Name of Signer: _____

Signature: _____

Title: _____

Company Name: _____ Date: _____

Telephone Number: _____

Move Update

Effective November 23, 2008 the Postal Service® increased its effort to improve the percentage of deliverable mail by revising the Move Update standards. The Move Update standards provide ways for mailers to reduce the number of mailpieces that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders.

The final rule published Sept. 28, 2007, included the following changes related to Move Update processing:

1. Increase the minimum frequency of Move Update processing from 185 calendar days to 95 days prior to the date of mailing.
2. Extend the revised Move Update standards to include all Standard Mail® (letters, flats, parcels and Not Flat-Machinables), as well as automation-rate and presort-rate First-Class Mail®.

The Postal Service offers Mailers four approved Move Update methods for First-Class Mail and all Standard Mail.

- OneCode ACS® in conjunction with an Intelligent Mail® barcode and a mailer ID or Address Change Service used with an ACS™ participant code and an appropriate on-piece ancillary service endorsement.
- NCOA^{Link}® processing.
- *FASTforward*® MLOCR processing (letter mail only).
- Ancillary Service Endorsement.

Two additional alternative methods are also available for First-Class Mail only.

99 Percent Accurate Method – The 99 Percent Accurate Method test allows mailers, who consider their mailing lists already accurate and/or too sensitive to provide to third parties for processing, to comply with the Move Update requirement by confirming their internal address correction processes meet the USPS 99 Percent standards. Mailers submit their files directly to the USPS for processing and if it is determined that 1% or less of the submitted addresses have a change of address on file, the files are considered Move Update compliant.

Legal Restraint – Some mailers claim there is a legal restriction that prevents them from incorporating Postal Service change-of-address (COA) information without direct notification from the addressee.

For additional information on Move Update requirements see [Publication 363](#) (http://ribbs.usps.gov/move_update/documents/tech_guides/PUB_363_January_2009.doc) or go to RIBBS at [USPS National Customer Support Center](#) (<http://ribbs.usps.gov/index.cfm?page=moveupdate>)