



## Mail Service Request Form

571 N. 14th Street, Milwaukee, WI 53233  
Telephone: (414) 288-7174  
Service Building

From: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Sender's Department: \_\_\_\_\_ Account Number: \_\_\_\_\_

To: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Type of Service — Check One:

- UPS Ground
- UPS Next Day Air
- UPS 2-Day
- UPS 3-Day
- UPS International
- FedEx Domestic
- FedEx Global
- FIMS\*

Notes: \_\_\_\_\_

\_\_\_\_\_

#### **Bulk Mail**

Move Update Method for Standard Class Mail  
200 or more pieces in ZIPCODE order.

(check one to comply with USPS regulations)

- Ancillary Service Endorsement
- Address Change Service (ACS)
- FASTforward
- Alternative Method
- NOCA

Job Titles: \_\_\_\_\_

Pieces: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **Domestic Services—Average Delivery Time**

Express Mail: Overnight to most locations.	1-3 days
Priority Mail:	1-3 days
First Class Mail:	1-3 days
Parcel Post:	2-9 days
Media Mail:	2-9 days
Library Mail:	2-9 days

#### **International Services**

Global Express Guaranteed:	1-3 days
Express Mail International:	3-5 days
Priority Mail International:	6-10 days
FedEx International Priority:	1-3 days
FedEx International Economy:	4-5 days
FedEx Canada	2-3 days
FIMS*: Lowest cost	6-10 days

#### **Extra Services**

Certified Mail  
Delivery Confirmation  
Insurance  
Express Mail Insurance  
Registered Mail  
Return Receipt  
Signature Confirmation  
Special Handling

\*FedEx International Mail Service

## ACS™

ACS is a post process for mailers to use Postal endorsements or an Intelligent Mail barcode containing a Mailer Identifier (MI) code on their mailpieces to receive address changes electronically to update their next mailing. These records are organized by mailer identification codes and distributed to the participating mailer. Depending on a mailpiece's class and endorsement, mailers may also receive information on addresses that are undeliverable for reasons other than a customer move (i.e., nixie notifications).

## NCOA<sup>Link</sup>™

The NCOA<sup>Link</sup> Product makes change-of-address information available to mailers to help reduce undeliverable mailpieces before mail enters the mailstream. The NCOA<sup>Link</sup> Product is a secure dataset of approximately 160 million permanent USPS change-of-address records. The change-of-address data consists of the name and addresses of individuals, families and businesses who have filed a change-of-address with the USPS. There are three levels of services:

- Full Service Providers receive 48 months of change-of-address data weekly.
- Limited Service Providers receive 18 months of data weekly.
- End Users receive 18 months of change-of-address data monthly.

At the limited levels, mailers and End Users can process their own files instead of sending their files to third parties. Full Service and Limited Service Providers can offer NCOALink services to update third parties customer address files. End-users cannot offer NCOALink processing as a service. They can only process and update their own internal files. There are five types of licenses: Developer, Distributor, Full Service Provider, Limited Service Provider and End User.

## FASTforward® MLOCR

FASTforward Multiline Optical Character Reader (MLOCR) is a pre-mailing process that allows physical mailpieces to be updated in-house against the USPS change-of-address database. The *FASTforward* MLOCR system contains more than 40 million permanent USPS change-of-address records from the previous 13 months. If a change of address is provided, the new address is printed directly on the mailpiece. Licensees must maintain MASS certification for each optical character reader processing *FASTforward*.

## Ancillary Service Endorsement

Any mailer may use an ancillary service endorsement to (1) request a hard-copy notification of the addressee's new address and (2) tell the Postal Service how to handle UAA mail. You may combine ancillary service endorsements with other approved Move Update methods. Mailers can meet Move Update requirements for First-Class Mail service or Standard Mail service by using the following endorsements to update addresses:

- Return Service Requested
- Temp-Return Service Requested (First-Class Mail only)
- Address Service Requested
- Change Service Requested (On First-Class Mail, only available when used in conjunction with ACS)

## Alternative Methods – 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. **Ex. "Or Current Resident"**

Click here for more information: [99 Percent Accurate Method Testing](#)

Legal Restriction - 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.