

Undeliverable As Addressed Mail

Process Flow

Mail owners and mail service providers may use Address Management and Address Information pre-mailing products and services to validate, standardize, and update addresses for their customers.

- **CASS™ / MASS™** – validates and standardizes addresses to the 11-Digit DPV® (Delivery Point Validated) ZIP Code™. Includes LACSLink® and SuiteLink®. CASS and MASS are Certification Programs.
- **NCOALink®** – validates, standardizes and looks for change-of-address information for those customers that have moved. NCOALink is only available through licenses from the USPS®.
- **DSF2®** – assists in obtaining accurate delivery address information and identify erroneous addresses contained in an address file. It also provides whether it's Business or Residential, the method of delivery (curb, door slot, etc), vacancy, and seasonal delivery information.
- **AMS API** – used to develop address matching software with access to USPS® matching logic. Used to verify the accuracy of ZIP+4®.
- **AEC & AECII®** – helps to correct addresses that could not be validated or standardized using other methods.

Information about Address Quality Solutions can be found on PostalPro™



address management 

Use the
Awesome
Search
Function!

Mailing and Shipping Services

Operations

Industry Forum

Resources

Support

MAILING

Intelligent Mail Barcodes (IMb and IMcb)
Full-Service
e-Induction
Seamless Acceptance
Secure Destruction

ADDRESS QUALITY SOLUTIONS

Correct and Standardize Your Address List
Verify Your Address List
Enrich Your Data
Stay Compliant

VISIBILITY


MAIL QUALITY REPORTING


EXPLORE 2016 PROMOTIONS

RELEASE SCHEDULE 2016

SHIPPING

Intelligent Mail Package barcode (IMpb)
Electronic Verification System (eVS)

 Addressing Requirements

 Find Certified Vendors and Providers

<http://beta.postalpro.usps.com/>

- **Sender applies the name and address, ancillary endorsements to request address corrections (if desired), and the postage to their mail.**
- **Business mailers apply the Intelligent Mail® barcode (IMb®) to qualify for postage discounts and to request ACS™ and IMb Tracing®.**
 - **No Address Corrections**
 - **Manual Address Corrections**
 - **Ancillary endorsements:**
 - **Change Service Requested**
 - **Address Service Requested**
 - **Return Service Requested**
 - **Temp – Return Service Requested (First-Class Mail Only)**
 - **Forwarding Service Requested (Does not provide address corrections & does not meet Move Update requirements)**
 - **Ancillary endorsements are *restricted when Alternative Addressing is used (Or Current Resident, Postal Customer, etc).**



* First-Class Mail® with Alternative Addressing may request ACS Change Service Requested Opt1. Mail is not forwarded. ACS Nixie notice provided if UAA. The mail is discarded.

- Mail is presented to a BMEU, drop-shipped to a Post Office™, or dropped into a collection box



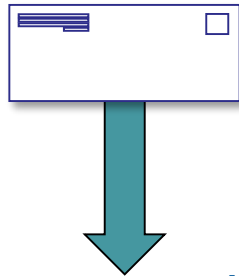
Personal Mail



Business Mail



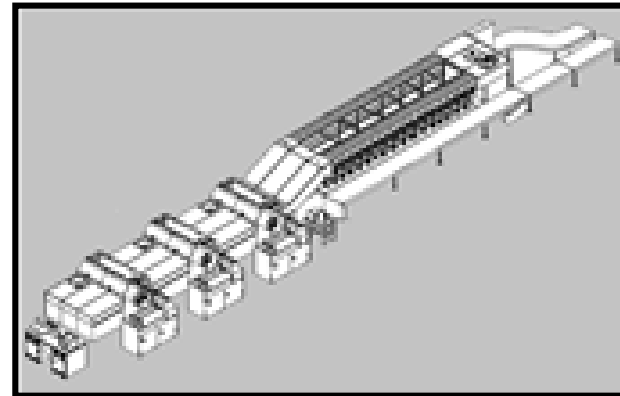
- The mail is processed on Postal automated equipment to sort it to the Delivery Unit and Carrier using the ZIP Code™.



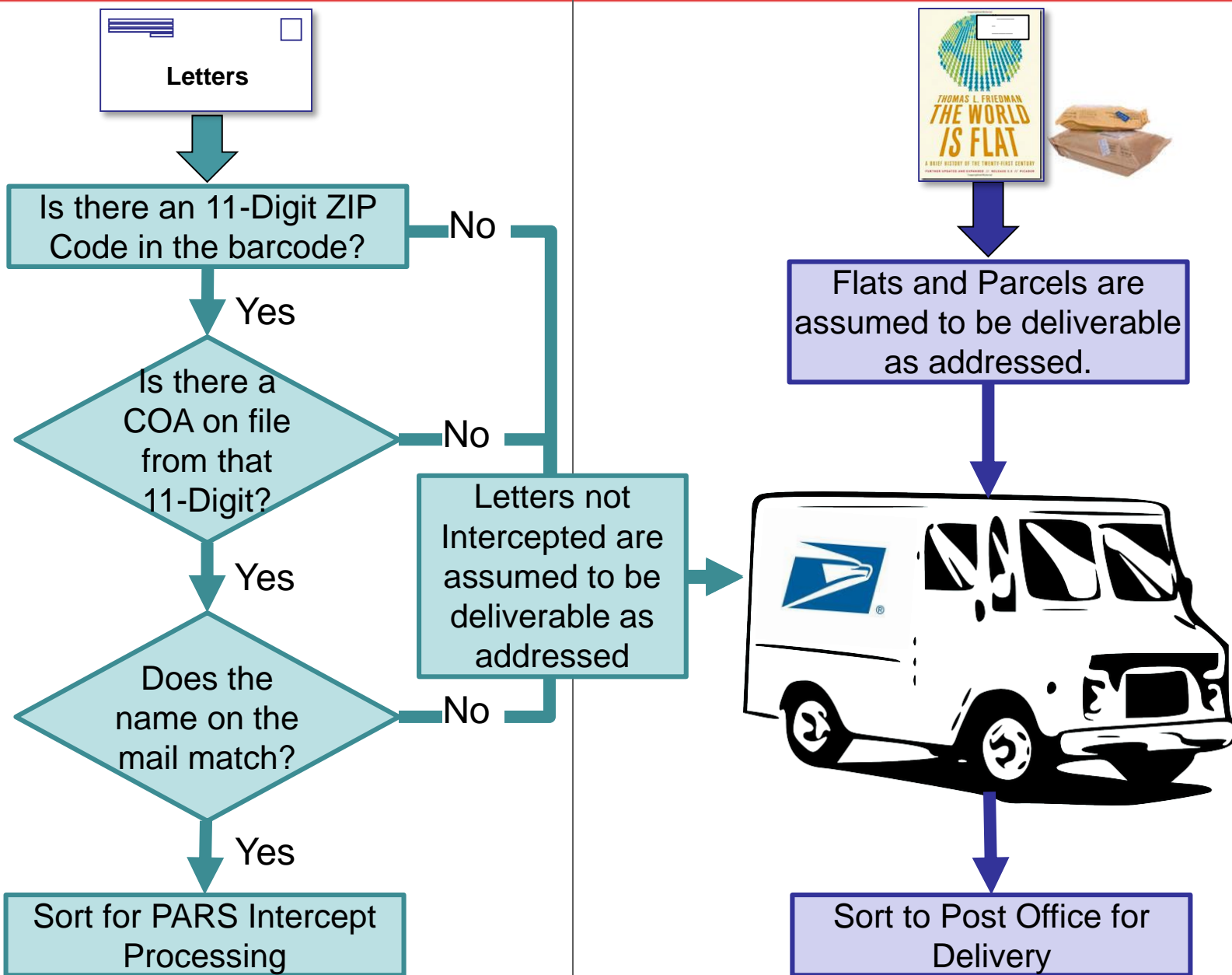
Letters are processed on Letter
Sorting Equipment



Flats & Parcels are processed on
Flats & Parcel sorting equipment



- The Postal Automated Redirection System (PARS) is available on most letter automation equipment in USPS Mail Processing facilities.



Letters



This branch describes
PARS Intercept
Letter mail that is redirected by
Letter Automation to the new
address due to a COA



Intercepted mail is sent to the
P&DC that has a PARS CIOSS*



* Combined Input/Output Sub System. There are 61 USPS facilities that have CIOSS machines. The CIOSS may not be in the same facility as the one that Intercepted the letter.

Flats & Parcels Letters not Intercepted



This branch describes
Delivery Unit, PARS & CFS Processing
Carrier ID Forward (CIF)
& **RTS (Nixie)**
Flats, Parcels & Letter mail not Intercepted.
(There is no Intercept for Flats & Parcels. They
always sort to the old address)

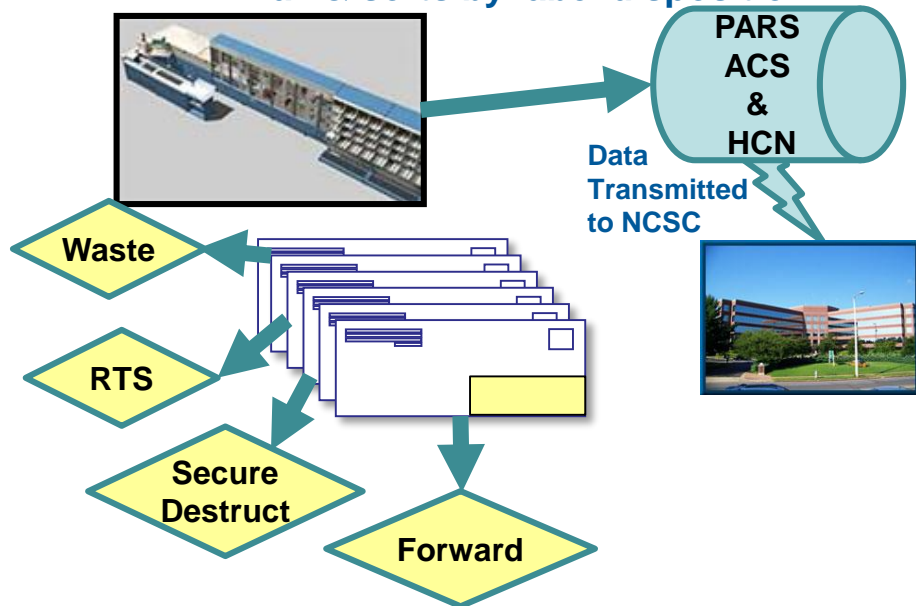


Delivery Employee



PARS Intercept Letters

An image of the letter is used by PARS to verify the COA Match. The CLOSS machine applies the label to the COA mail & sorts by label disposition

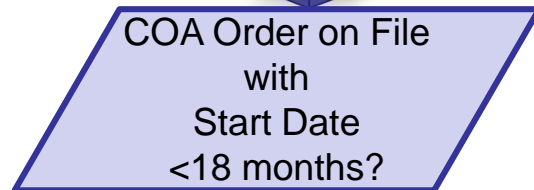


- Name and address matching rules for PARS Intercepted mail is very strict. The address must match exactly, and the Name match allows for limited variations.
- The mail is treated based on the mail class, the age of the COA, and ancillary endorsement requests:
 - Forwarded – R-IMb (aka 93 R-IMb) for NEW address
 - Returned To Sender – R-IMb for Return Address
 - Waste – No IMb or IMb for Secure Destruction
- ACS & Hard Copy address correction PS Form 3547/3579 data is generated and transmitted to the NCSC.

Flats & Parcels Letters not Intercepted



**Delivery Employee
Identifies mail as
UAA**



**YES
COA**

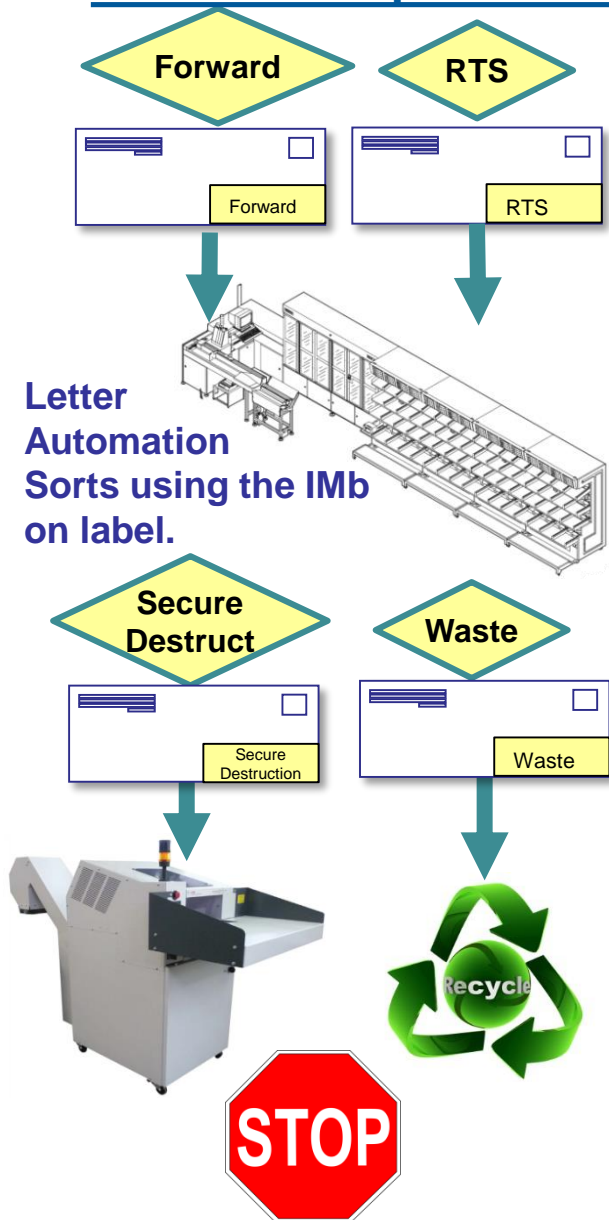
**NO
NIXIE**

Separate COA Letters, Flats, & Parcels

Separate Letters, Flats, & Parcels, then sort by UAA Reason:

- Attempted Not Known
- In Dispute
- Insufficient Address
- Illegible
- No Mail Receptacle
- Deceased
- Unable to Forward
- Refused
- No Such Number
- No Such Street
- Unclaimed
- Vacant

PARS Intercept Letters



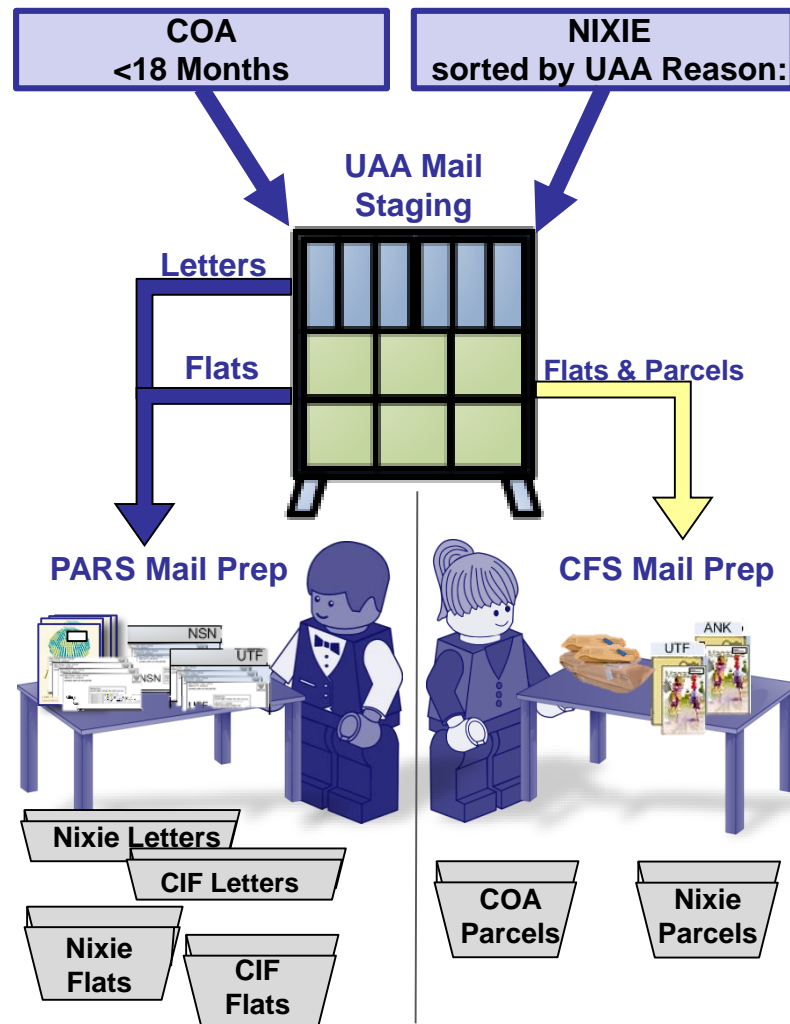
National Customer Support Center



ACS & HCN Data from PARS Intercepted Mail is processed & distributed by the NCSC

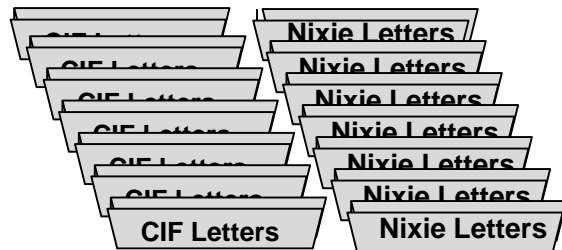


Flats & Parcels Letters not Intercepted



UAA Separator Cards are used to identify the UAA Reason for NIXIE mail in both PARS and CFS

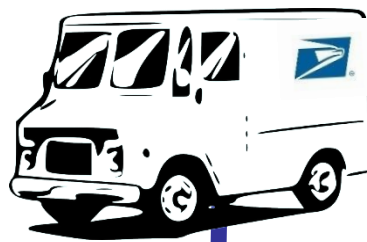
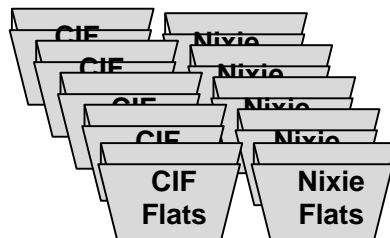
Flats & Parcels and Letters not Intercepted



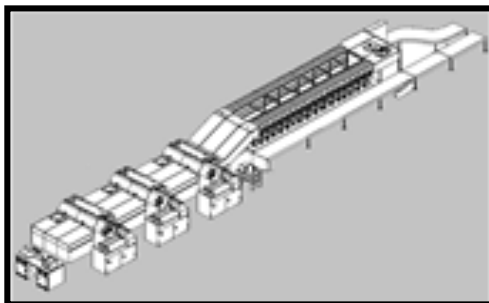
**Carrier ID Fwd & RTS
Nixie Letters are sent
to PARS CIOSS Site**



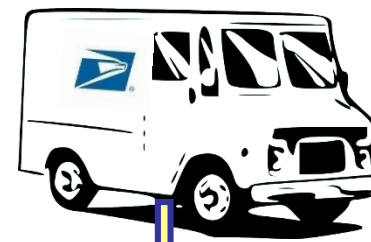
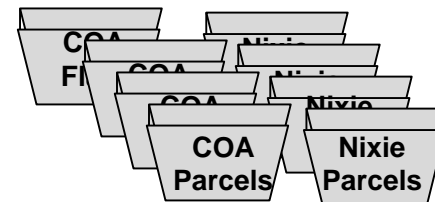
There are 61 USPS facilities that have CIOSS machines.



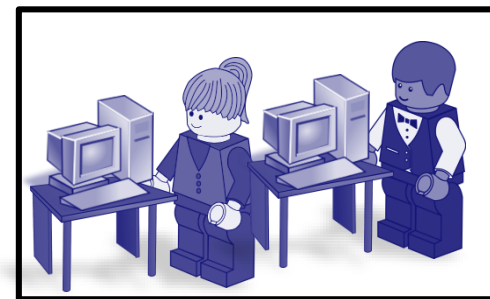
**Carrier ID Fwd & RTS
Nixie Flats are sent to
FPARS *AFSM100 Site**



* Advanced Flats Sorting Machine. There are 17 USPS facilities that have FPARS enabled flat sorters.



**COA & Nixie parcels &
PARS/FPARS Rejects
are sent to **CFS Site**

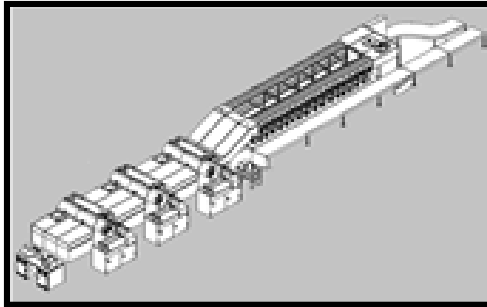


** Computerized Forwarding System. There are 22 CFS sites.

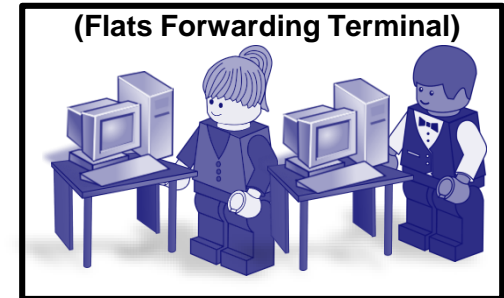
PARS CIF & RTS



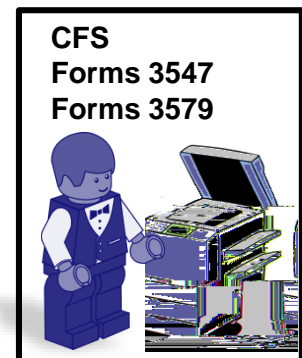
FPARS CIF & RTS



CFS



- Name and address matching rules are more relaxed in CIF, allowing for some limited variations.
- The mail is treated based on the mail class, the age of the COA, and ancillary endorsement requests:
 - Forwarded – R-IMb (aka 93 R-IMb) for NEW address
 - Returned To Sender – R-IMb for Return Address
 - Waste – No IMb or IMb for Secure Destruction (not available in CFS or FPARS)
 - Return to Carrier – R-IMb on the label is for Carrier Route of address
- PARS and FPARS labels are applied by the machine. ACS & Hard Copy address correction data (Forms 3547/3579) is generated and transmitted to the NCSC.
- CFS applies the labels by hand. ACS data is generated and transmitted to the NCSC. Hard Copy Notices are sent directly from the CFS unit.

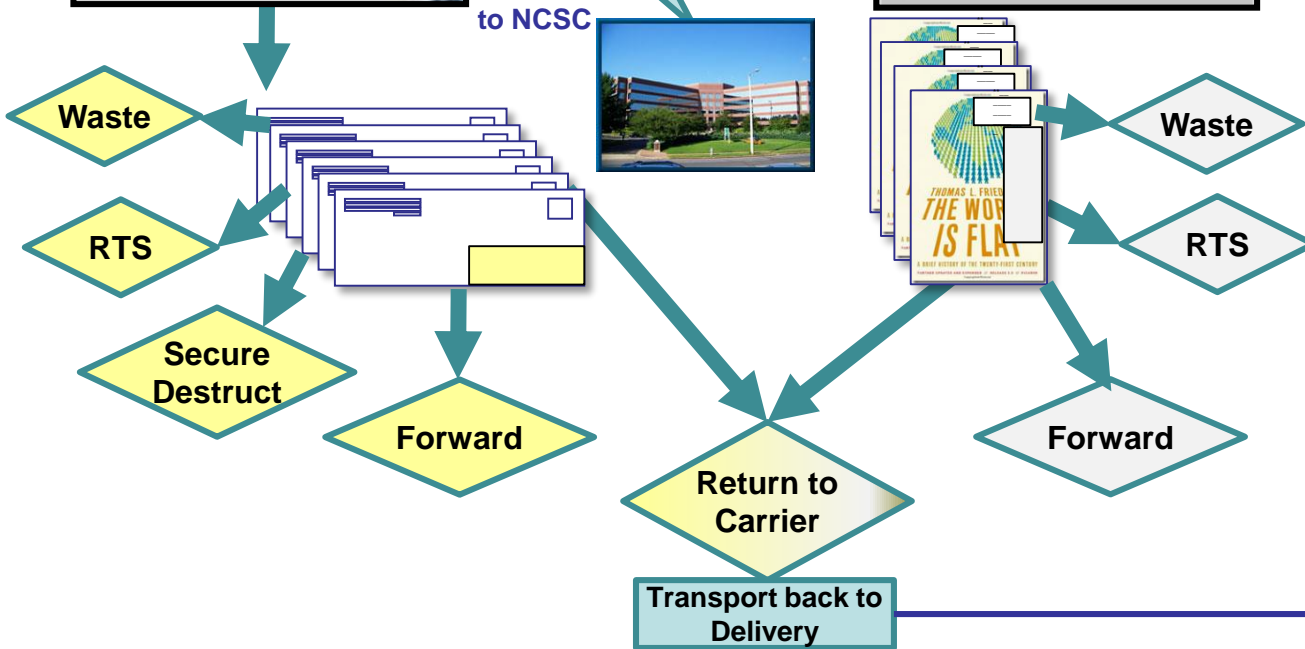
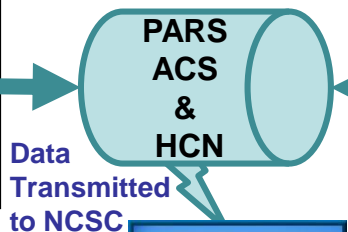
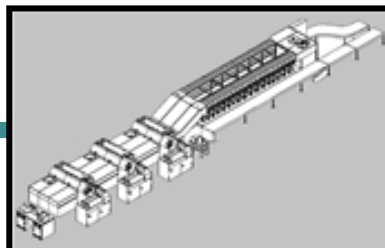


PARS CIF & RTS Letters and FPARS CIF & RTS Flats

PARS CIOSS applies the label to the mail & sorts by label disposition or IMb



FPARS AFSM100 applies the label to the COA mail & sorts by label disposition or IMb



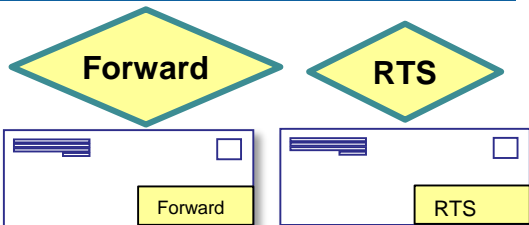
YES
COA NO
NIXIE

Make the necessary corrections to the name or address on the mail.

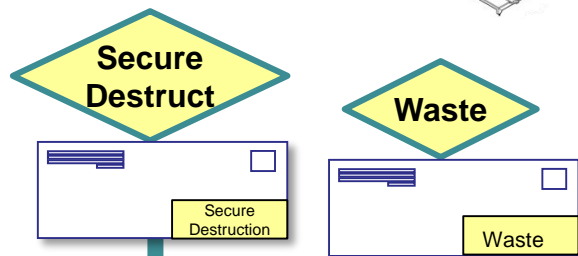
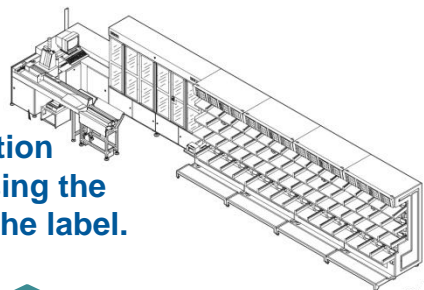
- Separate Letters, Flats, & Parcels, then sort by UAA Reason:
- Attempted Not Known
 - In Dispute
 - Insufficient Address
 - Illegible
 - No Mail Receptacle
 - Deceased
 - Unable to Forward
 - Refused
 - No Such Number
 - No Such Street
 - Unclaimed
 - Vacant

Separate COA Letters, Flats, & Parcels

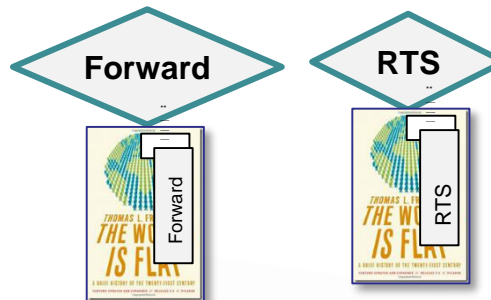
PARS CIF & RTS Letters



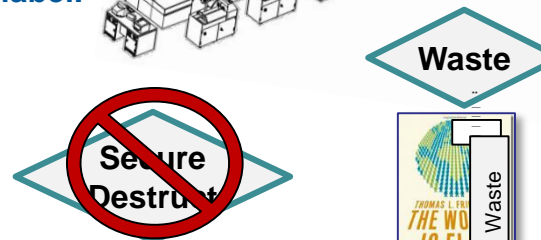
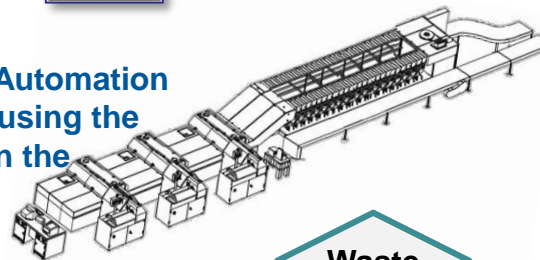
Letter
Automation
sorts using the
IMb on the label.



CFS & FPARS CIF & RTS Flats



Flats Automation
sorts using the
IMb on the
label.



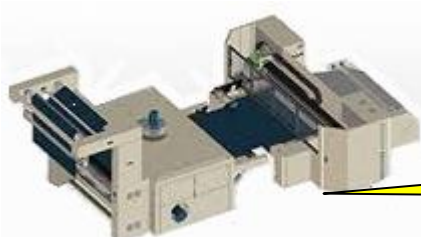
Secure Destruction
is not available for
Flats at this time.



ACS & HCN address correction data from PARS & FPARS is processed and distributed by NCSC



ACS address correction data from CFS is processed and distributed by NCSC



USPS® Print Facility

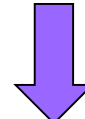
**Forms
3547/3579**



**Full Service
ACS**



Full Service




ACS for NCSC Customers is fulfilled to EPF within 24 hours



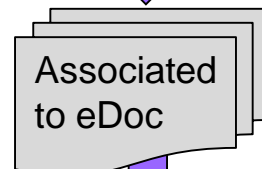
UNITED STATES POSTAL SERVICE
FORM 3547 fee due 59¢
MAIL ROOM
TO THE POSTMASTER OF
NEW YORK, NY 10011-4212

Forms 3547 to Return Address



Electronic Product Fulfillment
Welcome to Electronic Product Fulfillment
Important Information
Application Access
Login
Email
Password
Enter Application
Reset Password
Email

Electronic Product Fulfillment (EPF) Web Service



Business Customer Gateway or PostalOne! Push/Pull Service



UNITED STATES POSTAL SERVICE
FORM 3579 fee due 59¢
MAIL ROOM
TO THE POSTMASTER OF
NEW YORK, NY 10011-4212

Forms 3579 to Publisher Address

Database ID & Task Indicator
D=Daily national
N= National
L= Local Daily

Month & Year of COA Start Date
1-9 : January-September
A : October
B : November
C : December
N : No Order on File

COA Extract Code (optional)

T= temporary order
X= Forwarding order expired

Multiple COAs (also #)

3- digit USPS Site ID

Mail Class & 3 Digit STID from IMb
1= First-Class
2= Periodicals
3= STD Mail
4= Parcels

I = Intercept
C = Carrier ID Fwd
F = RTS COA found

2-digit REC Site ID

Date mail processed as UAA

NIGE470 * T 381 NDE 1331 C14 I 15 02/01/2016
FORWARDING TIME EXPIRED
: NIGEL ' JAMES
5040 SMILE LN APT 927
SWEETNESS TN 37777-1432
RETURN TO SENDER
BC: 37777143240 ***1234-04385-29-23**
2ACS←

Redirection Intelligent Mail Barcode (R-IMb)
retains Tracking info from mailer applied IMb
Human Readable Barcode information
Routing ZIP Code in R-IMb for new address or
return address

**Human Readable
ID tag**

Address Correction Generated:
ACS← = ACS Option 1
2ACS← = ACS Option 2
Form 3547 = Manual Notice
Form 3579 = Manual Notice for Periodical



...and that's how the United States Postal Service processes Undeliverable-As-Addressed Mail.

