

# ADDRESS QUALITY CERTIFICATE FOR NON-AUTOMATED/NON-BARCODED STANDARD A BULK MAIL

All mail sent out as a Non-Automated/Non-Barcoded Standard A Bulk Mailing must have Zip Code accuracy verified at least once a year. Five-digit Zip Codes in each address in the mailing must have been verified within 12 months prior to the date of the mailing by an USPS-approved method. These methods include any one of the following:

- Using CASS-certified address matching software
- Using current USPS Address Information Systems (AIS) products
- Manual verification using a Postal Service Zip Code directory
- Using an electronic lookup service available on the Internet

Survey the addresses on your list one time each year for corrections. It is imperative that the five-digit Zip Code is correct for the city listed in the address.

**Please fill out the following and attach to your departmental mail charge card. Both items must accompany your bulk mailing or the mailing will be returned to the department. This form does not have to be completed for Automated (Barcoded) Standard A Bulk Mailings.**

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*I certify that the five-digit Zip Codes used in this Non-Automated/Non-Barcoded Standard A Bulk Mailing have been surveyed and verified by an USPS-approved method.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Department Name \_\_\_\_\_

Account Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Method used to verify:  Manual lookup  Electronic lookup  
 CASS matching software  AIS products