

Mailing Services can now check for valid delivery points, change of address (COA) verification with NCOALink™ and standardize your mailing lists to meet all USPS regulations and minimize return mail at no cost to USC departments.

Address Validation with CASS Certification

The CASS system improves the accuracy of carrier route, five-digit ZIP®, ZIP + 4®, and delivery point codes that appear on mail pieces.

Address Integrity

Maintain address integrity by preserving the original address information.

Extra fields are created to maintain this information which can be used when printing if desired.

Duplicate Detection

Duplicate search is done using the basic method of comparing households, addresses, people or custom duplicate detection method based on any field or group of fields in the database. The duplicate records are flagged on the exported cleansed list for the customer to determine which record is to be kept.

National Change of Address (NCOA_{Link}®) processing

A minimum of 100 unique addresses is needed to run the NCOA_{Link}® process on your mailing list.

The NCOA_{Link}® system, allows for unlimited COA processing and is updated weekly with new information so that name and address data is always up-to-date.

NCOA_{Link}® contains approximately 60 million permanent change-of-address records filed with the USPS in the last 18 months by customers who want their mail forwarded to their new address.

Delivery Point Validation (DPV®) of addresses

DPV® will help reduce the amount of Undeliverable as Addressed pieces that you're planning to mail by:

- Confirming the ZIP + 4® coded records exist and are a valid Delivery Point, right down to the Suite, Unit or Apartment number.
- Using the USPS supplied data of over 151 million records, to confirm that an address is actually a deliverable destination.

Addresses that cannot be Delivery Point Confirmed are automatically flagged in your mail list so you can opt not to mail to those addresses.

Cost and turnaround time

Mailing Services offers this service free of charge to USC departments, with a turnaround time of 2-3 business days from time of receipt.

Required Fields for Address List

Mailing Services strongly recommends you **DO NOT** send a list that contains personal information that may compromise the identity of the individuals on the list; such as SSN or Date of Birth

The minimum required information is Full Name, Street Address, Suite #, City, State and Zip Code

How to get started

- Email the mailing list in a Microsoft Office Excel format to: addresscleansing@usc.edu
- Contact: Harol Fuentes @ x11200 or hafuente@usc.edu for more details.

Address Cleansing Disclaimer

The address cleansing service is provided by Mailing and Material Management Services at no charge to the campus. We make every effort to ensure the information we provide is accurate; however, we rely on you to check the accuracy of your address list after the cleansing process. If you find errors after the initial cleansing of your address list, we will repeat the cleansing process in an attempt to correct any remaining issues.