



April 30, 2013

Ms. Sheryl Moss
Washington Secretary of State – Elections Division
Post Office Box 40229
Olympia, WA 98504-0229

Dear Ms. Moss:

Thank you for your April 18 confirmation on continuation of the Move Update Alternative process as prescribed by the United States Postal Service®, necessary for the Legal Restraint method.

This letter serves as approval for Washington Secretary of State – Elections Division to mail ballots and confirmation notices, using ancillary service endorsement Return Service Requested, Address Service Requested, or Change Service Requested as the Legal Restraint Alternative method of meeting the requirement to update your address list. This method is hereby certified for one year from the date of this letter to receive First-Class Mail® discounts. Please be advised that you must continue to use the procedures below to remain in compliance.

Move Update Alternative Process for Legal Restraint:

1. Receive United States Postal Service Change of Address (COA) information using ancillary service endorsement Return Service Requested, Address Service Requested, or Change Service Requested no more than 95 days prior to mailing.
2. For each address identified as a COA (as in step 1 above), contact the addressee within 30 days after receiving the COA information to request confirmation of the move in a format that will satisfy legal requirements. The mailer chooses the format with which to receive confirmation from the addressee — written, telephoned, or electronic. The mailer then sends written notification to the new address.
3. All COA confirmations received in response to step 2 must be incorporated into the list within 30 days of receipt from the customer.
4. Must keep documentation of the process described in steps 1 to 3 for one year, including dates on which each step was performed, number of Change of Address orders identified, number of confirmation requests, and evidence to demonstrate that updates have been incorporated into the list.
5. Provide documentation to the United States Postal Service upon request.

Should there be any need to change the above procedures, you are required to inform our office in writing prior to making the change. After the year, if you wish to continue with this alternative method you must provide written notification to our office within 30 days of your expiration date.

If you have any questions or need further information, please contact the Move Update department at 800-238-3150.

Sincerely,

A handwritten signature in cursive script that reads "Jim Wilson".

James D. Wilson
Manager, Address Management

225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
800-331-5746
FAX 901-767-8853