



# Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

September 22, 2000

## Registration and Title Bulletin # 87-00

**TO:** All County Tax Assessor-Collectors

**SUBJECT:** Registration Renewal Notice Print-Mail Schedule and RTS Address Fields

### PURPOSE

To provide information concerning both the FY2001 registration renewal notice print-mail schedule and address changes identified by National Change of Address (NCOA) software.

### BACKGROUND

There are over 16,000,000 vehicle registration renewal notices printed and mailed each year. A printing and mailing operation of this magnitude requires continuous planning and effort. As a high volume mailer, TxDOT VTR is required by the United States Postal Service (USPS) to utilize the NCOA software. As a result, address changes filed with USPS are printed in the renewal recipient field of the notice. However, the owner's address in the owner's field in RTS is not updated. At present, only a formal change of address request to the county or the department by the owner is used as a basis to change the owner's address field in RTS.

As a result, it is possible for the county to mail a renewal windshield sticker to a registrant's previous address. Additionally, the sticker might not be forwarded depending on the age of the address change filed with the USPS. Actions are being considered to remedy this condition pending resolution of operational and legal issues. Customers should be encouraged to provide current address information to either the department or the county.

The renewal print process is performed in three different ways.

- The Monthly Process consists of printing renewals for all records, which are to expire for a specific month and year. These are usually created 3 months in advance of the time the vehicle registration would expire to allow time to print and mail renewals. This process begins by electronically sending the address database to a USPS licensed private contractor. There, the addresses are compared to a NCOA database for address corrections. The contractor then formats the addresses to meet postal service regulations and then returns the corrected records. Using NCOA allows TxDOT to mail at the permit rate. This address verification process takes 8 days. The next step in the process requires 8 continuous days of printing followed by 20 days of inserting and mailing.

- In addition to the monthly process, VTR engages in a Monthly New Owner Process in which renewal notices are printed and mailed for all title records indicating a transfer of ownership in the preceding 2 months, and whose vehicle registration expires the following month.
- The third renewal process is a Daily Process. These renewal requests are received from customers who either failed to receive a renewal notice or have requested another. These renewals are printed and mailed daily.

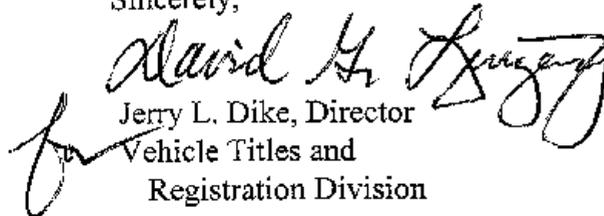
**RTS EVENT QUICK TIP:**

In an effort to share information in order to better serve our customers, we have provided the following step for accessing the change of address field. **Using the Fast Keys press control + c.**

**VTR CONTRACT PERSON (S)**

Local Vehicle Titles and Registration Division Regional Office or Customer Help Desk at 512/ 465-7611. Thank you very much.

Sincerely,



Jerry L. Dike, Director  
Vehicle Titles and  
Registration Division

Attachments

**FY 01 REGISTRATION RENEWAL NOTICE PRINT-MAIL SCHEDULE**

|                 | Sep-00              | Oct-00              | Nov-00              | Dec-00               | Jan-01              | Feb-01              | Mar-01              | Apr-01              | May-01              | Jun-01              | Jul-01              | Aug-01              | Sep-01  | Oct-01 |
|-----------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------|--------|
| Oct 01 Renewals | M:1=>7              |                     |                     |                      |                     |                     |                     |                     |                     |                     |                     |                     |         |        |
| Nov 01 Renewals | I:4->29             | M:2=>6              |                     |                      |                     |                     |                     |                     |                     |                     |                     |                     |         |        |
| Dec 01 Renewals | F:18=>22<br>P:23=>1 | I:2=>27             | M:1=>7              |                      |                     |                     |                     |                     |                     |                     |                     |                     |         |        |
| Jan 02 Renewals |                     | F:20=>27<br>P:28=>5 | I:6=>30             | M:1=>7               |                     |                     |                     |                     |                     |                     |                     |                     |         |        |
| Feb 02 Renewals |                     |                     | F:20=>24<br>P:25=>3 | I:4=>29              | M:1=>5              |                     |                     |                     |                     |                     |                     |                     |         |        |
| Mar 02 Renewals |                     |                     |                     | F:18=>22<br>P:23=>31 | I:1=>26             | M:1=>7              |                     |                     |                     |                     |                     |                     |         |        |
| Apr 02 Renewals |                     |                     |                     |                      | F:22=>26<br>P:27=>4 | I:5=>28             | M:1=>7              |                     |                     |                     |                     |                     |         |        |
| May 02 Renewals |                     |                     |                     |                      |                     | F:19=>23<br>P:24=>4 | I:5=>30             | M:2=>6              |                     |                     |                     |                     |         |        |
| Jun 02 Renewals |                     |                     |                     |                      |                     |                     | F:19=>23<br>P:24=>1 | I:2=>27             | M:2=>0              |                     |                     |                     |         |        |
| Jul 02 Renewals |                     |                     |                     |                      |                     |                     |                     | F:23=>27<br>P:28=>6 | I:7=>31             | M:1=>7              |                     |                     |         |        |
| Aug 02 Renewals |                     |                     |                     |                      |                     |                     |                     |                     | F:21=>25<br>P:26=>3 | I:4=>29             | M:2=>6              |                     |         |        |
| Sep 02 Renewals |                     |                     |                     |                      |                     |                     |                     |                     |                     | F:18=>22<br>P:23=>1 | I:2=>27             | M:1=>7              |         |        |
| Oct 02 Renewals |                     |                     |                     |                      |                     |                     |                     |                     |                     |                     | F:23=>27<br>P:28=>5 | I:0=>31             | M:3=>7  |        |
| Nov 02 Renewals |                     |                     |                     |                      |                     |                     |                     |                     |                     |                     |                     | F:20=>24<br>P:25=>2 | I:3=>28 | M:1=>5 |

M = Mail Drop  
P = Print  
F = FTP-NCOA File  
I = Insert/Mailing Process (20 working days)

## National Change of Address (NCOA)

- The NCOA file is a consolidated file of move information that on average contains approximately 118 million permanent change-of-address (COA) records filed with the U.S. Postal Service. Each record contains the relocating Postal customer's name along with an Old and New address. The Old address is the one compared to the NCOA customer's list for matching purposes and the New address is the one returned, if a match is made, to the customer. These records are retained on the file for a three-year period from the move-effective date.
- The source of the NCOA data is a permanent Change of Address (COA) filed by the relocating postal customer. Approximately 40 million of these COA's are filed annually. The NCOA database is updated every two weeks with this information.
- The new address supplied by the postal customer must be ZIP+4 codeable to qualify for addition to the NCOA file.
- The typical profile of the new address information contained in the 108 million records on the NCOA file is as follows:
  - 84.30% are forwardable moves (contain address information)
  - 12.85% are moved-left-no-address
  - 2.65% are PO BOX closed
  - 0.20% are foreign moves
- All input addresses submitted by an NCOA customer are standardized and Coding Accuracy Support System (CASS) certified ZIP+4/DPC processed. New address information is provided only when an NCOA match to the input name and address is attained.
- The provision of Change Of Address information is controlled by strict name and address matching logic. To make the best use of the information returned to them from the NCOA process, potential customers should understand NCOA matching logic. All matches made to the NCOA file require complete address matching logic. Name matching logic is determined by the move type in the data record on the NCOA file that is a candidate for a match.

Move Types and associated Name Logic are:

- 1- Individual Match on first name, middle name or initial, surname and title required. (The NCOA customer can elect to have only individual match logic utilized regardless of the move type in the NCOA record when the file is processed.)
- 2- Family Match to surname only.
- 3- Business Match on entire business name.

The NCOA file is comprised of approximately 47% family moves, 47% individual moves and 6% business moves.

- When possible, postal customers who move multiple times within the three year period are linked or chained to ensure that the latest address is furnished when an NCOA match is attained. This is not always possible if subsequent COA's are not filed in exactly the same manner as a COA filed previously (e.g., if move types differ - family vs individual then they will not be chained).
- NCOA Nixie matching is an optional process that can be requested by the customer from most NCOA licensees. The Nixie matching process provides footnotes indicating why an authorized NCOA match could NOT be made to the input address (e.g., Nixie code 'U' - Apartment Number Missing).
- A National Deliverability Index (NDI) report is supplied for each list that is NCOA processed providing a uniform methodology to evaluate deliverability of the address list.
- Every customer taking advantage of NCOA processing must have completed and returned to their NCOA licensee the "NCOA PROCESSING ACKNOWLEDGMENT FORM" provided to them by their licensee.

Anchor Computer, Inc. is a non-exclusive licensee of the USPS for NCOA, NCOA NIXIE, DSE, LACS, and FASTforward.  
The prices for these services are neither established nor controlled by the USPS.