

CARRIER IDENTIFICATION CODES (CICs) – GENERAL INFORMATION

In order to provide you with information relating to CIC assignments, NANPA suggests that you review the requirements set forth in the Carrier Identification Code (CIC) Assignment Guidelines (ATIS-0300050) located at the ATIS website (<http://www.atis.org/inc/incguides.asp>).

TYPES OF SERVICE PROVIDERS THAT MAY APPLY FOR A CIC ASSIGNMENT

1. To apply for a CIC as a LEC, CLEC or an ILEC, the applicant must notify NANPA via email as to the type of carrier that is applying for the CIC. Also, documentation from a State Public Utilities Commission giving the applicant company authority to offer services as a LEC, CLEC or an ILEC should be attached to the email to NANPA. The supporting document from a State Public Utilities Commission must be signed and dated. If the State PUC document is not dated and not signed, it cannot be accepted.
2. To apply for a CIC as a long distance provider, the applicant company must first place an order for FGB or FGD trunk access with a facilities-based access provider. That access provider must provide NANPA with a copy of the Access Service Request (ASR) before the applicant company can submit a CIC application.
3. For information on how to apply for a CIC as a switchless reseller, specific details are provided on the NANPA website at:
(http://www.nanpa.com/number_resource_info/New_CIC_Switchless_resellersMay.pdf).
4. For information on how to apply for a CIC as a Billing & Collections Clearinghouse, specific details are provided on the NANPA website at:
(http://www.nanpa.com/number_resource_info/CICs_for_BC_clearinghouses.pdf).

ACCESS CUSTOMER NAME ABBREVIATION (ACNA)

Any company applying for a CIC assignment must have a valid Access Customer Name Abbreviation (ACNA) assignment. The ACNA assignment must be reflected under the same name as the company name that will be provided on the CIC application. All ACNA assignments are verified by NANPA before any CIC is assigned. ACNAs are assigned by Telcordia (Tel. 732-699-5577).

CONSULTANT ACTING ON BEHALF OF A CIC APPLICANT OR CIC ASSIGNEE

If a consultant is contacting NANPA on behalf of any CIC applicant or CIC assignee or if a consultant intends to submit a CIC application to NANPA on behalf of a service provider, a fully executed (dated and signed) Letter of Agency (LOA) must already be on file with NANPA or must be provided to NANPA. An LOA that is not dated and not signed cannot be accepted. NANPA is unable to discuss any aspect of an existing CIC assignment with a consultant unless an LOA is provided or is already on file with NANPA.

ACCESS TO NAS

Before a CIC application can be submitted to NANPA, a representative of the applicant company (or a consultant on behalf of the applicant company) must have access to the NANP Administration System (NAS). If the applicant does not already have access to NAS, the applicant must register as a new user by going to www.nanpa.com. To gain access to the CIC application process, the NAS registrant must designate that they are registering for access to “Other Resources” and provide responses to the questions posed in the registration process. For assistance, please review the NAS User Registration Guide for Service Providers and Service Provider Consultants which is located on the NANPA website at www.nanpa.com under *Tools*, NAS User Guides. For additional support, the NAS Help Desk is also available for assistance in the registration process and can be contacted at Tel. 866-623-2282 (email: nanpa-login@neustar.biz).

SUBMITTING A CIC APPLICATION

In order to submit a CIC application via NAS, please consult pages 6-20 in the “Other NANP Resources User Guide” (http://www.nanpa.com/tools/trainGuides/Other_NANP_Resources_User_Guide.pdf),

In order to apply for an initial or an additional CIC assignment, update contact information, return a CIC assignment, to change a CIC assignee company name due to a merger/ acquisition or a simple legal name change unrelated to a merger/acquisition, or to request the transfer of a CIC assignment from one company to another due to an asset purchase, a NEW CIC PART A application form must be submitted via NAS. When requesting the change a CIC assignee company name due to (1) merger/acquisition or a (2) simple legal name change, or when requesting the transfer of a CIC assignment from one company to another (3) due to an asset purchase, supporting legal documentation must be provided to NANPA. Without supporting legal documentation being provided in the 3 examples shown above, CIC applications cannot be processed.

NO CHARGE FOR PROCESSING A CIC APPLICATION SUBMITTED VIA NAS

If a CIC application is submitted to NANPA by email, fax, courier or U.S. mail, there is a processing fee of \$120. There is no charge to process a CIC application submitted via NAS.

RETENTION OF CIC ASSIGNMENT

It is required that a CIC is put into service within 6 month of the date it was assigned. When a CIC is put into service, it is required that a CIC PART C Activation form be submitted via NAS (www.nanpa.com). If a CIC PART C Activation form is not submitted, the CIC will appear unused and will be subject to reclamation by NANPA. It is expected that each CIC assignee will submit a semi-annual ENTITY CIC report to NANPA via email. Reporting forms are provided to every CIC assignee by email at the time each CIC assignment is made. CIC reporting forms are located at the end of the CIC Assignment Guidelines document and can be downloaded from <http://www.atis.org/inc/incguides.asp>.

CONTACT FOR ASSISTANCE

If there are any other questions related to the administration of CIC assignments, please contact Nancy Fears at Tel. 830-632-5979, via email at nancy.fears@neustar.biz or via fax at 208-694-5329.