

## Voluntary Code Transfer Process for Establishing an LRN

Per section 7.2 of the COCAG, “An SP needing to establish an LRN that does not meet the criteria for the allocation of a new NXX code or a thousands-block from a new NXX code also may proactively investigate the feasibility of a voluntary transfer of code holder responsibilities of an existing NXX code from the current code holder to avoid opening a new code altogether. An SP is not obligated to perform this investigation if it meets the criteria for the allocation of a new NXX code or a thousands-block from a new NXX code but may choose to do so to assist in prolonging the life of the NPA. If a voluntary transfer appears feasible, the SP should contact the current code holder. The current code holder is not obligated to transfer the code but may choose to do so to assist in prolonging the life of the NPA. In addition, Section 7.2 of the COCAG lists the factors that need to be taken into consideration when considering a transfer.

### Steps for the **Current** Code Holder when transferring a code to the new code holder to establish an LRN:

1. Provide written confirmation to the new code holder and the PA that it is giving its authorization for the transfer and indicating that the receiving company is requesting a transfer in order to establish an LRN. This written confirmation should include at a minimum the NPA-NXX, rate center, the receiving company’s name and OCN.
2. For all blocks that the current code holder will be keeping after the code is transferred to the new code holder, the current code holder must either:
  - a. Submit a block modification to modify the Part 1B for the block(s) it is keeping.
    - i. On the Part 1B screen, select “NO” to the question “Is Block being allocated back to the Code Holder on the switch where the NXX resides?” and select “YES” to the question “NPAC Activate Block Range”.
  - b. Port its TNs within the block back to themselves directly in the NPAC.

**Important Note:** Failure to update the NPAC for the blocks or TNs that the **current** code holder is keeping may result in customers being placed out of service.

**Steps for the New Code Holder when receiving a code transfer to establish an LRN:**

1. If you have a new LRN request in queue in PAS/NAS, notify the PA and NANPA via email to withdraw the request.
2. Submit a Code Modification request in PAS for the type of change of “OCN Inter-company” only. You will be able to modify all other fields such as switch but you must only select “OCN Inter-company” only otherwise PAS will provide you with an error message. You will also need to attach to the PAS Code Modification request the following documentation using the “Attach Documents” function in PAS:
  - a. Written confirmation from the current code holder providing authorization for the code transfer. If the written confirmation does not state that the code has assigned numbers, please make sure to indicate, on Section 1.8 of the Part 1, you are requesting the transfer in order to establish an LRN.
  - b. Initial supporting documentation for proof of certification and facilities readiness only if you DO NOT have any NXX codes or thousands-blocks currently in the requested rate center.
  - c. AOCN expedite letter, when applicable.
  - d. Documentation authorizing use of the Switching Entity/POI populated in Section 1.2 of the Part 1 form only if it is NOT under the ownership or control of the applicant.
3. Submit a New Block Request to request an available block from the code that is being transferred.
  - a. When completing the Part 1A if you want the effective date of the block being requested from the code that is being transferred to you to be the same as the effective date of the Code Modification be sure to input the same effective date that was input on the Code Modification request. Otherwise the effective date of the block being requested will be sooner than the Code Modification.
  - b. When completing the Part 1B, select “NO” to the question “NPAC Activate Block Range” and select the checkbox for the “For Information Only” field.

- c. As the new code holder, you will need to work with the NPAC to perform a SPID migration on the code.
  
  - d. You will also need to attach to the PAS New Block Request the following documentation using the “Attach Documents” function in PAS:
    - Written confirmation from the current code holder providing authorization for the code transfer.
  
    - Initial supporting documentation for proof of certification and facilities readiness only if you DO NOT have any NXX codes or thousands-blocks currently in the requested rate center.
4. Once NANPA and the PA approved the Code Modification request and the New Block Request then you will need to update BIRRDs within 7 calendar days for the code modification and the assigned block(s). You will also need to work with the NPAC to perform a SPID migration on the code.

**Important Note:** These updates must be performed promptly in order to allow adequate industry notification of the network changes.