



## **CARRIER IDENTIFICATION CODES (CICs) FOR BILLING & COLLECTION CLEARINGHOUSES**

The Industry Numbering Committee (INC) has identified the need and directed NANPA to now assign a Feature Group D (FGD) CIC and a matching Feature Group B (FGB) CIC to “Billing and Collection clearinghouses” (“BC clearinghouses”) without the requirement that currently exists in the CIC Assignment Guidelines for those companies to first order direct FGD trunk access and Feature Group B service before applying for a CIC. Two fully completed CIC application forms are needed due to the fact that INC agreed that assignment of a FGD CIC to a Billing and Collection clearinghouse will necessitate the need to “block” the matching FGB CIC from being assigned to another entity. A “BC clearinghouse” shall apply to NANPA for CICs **only** under circumstances when the use of an Alternate Billing Exchange Code (ABEC) is not permitted as an identifier and/or when the use of an ABEC has been determined as technically non-feasible. The CIC resource is not intended to be used as a substitute for ABECs, and the assignment of CICs to BC clearinghouses will only be allowed under these specific circumstances.

To facilitate the application process for “Billing and Collection clearinghouses”, NANPA provides the following information:

- Submit two (2) fully completed CIC application forms to NANPA via the NANP Administration System (NAS), one application for a FGD CIC and one application for a “matching” FGB CIC. In order for these applications to be processed, all appropriate fields on the application forms must be populated. (Note: a valid ACNA assignment must be provided). The applicant must complete all required fields on the CIC application forms to the best of his/her knowledge.
- Since FGB CICs are currently assigned only in the 0XXX, 1XXX and 5XXX ranges, FGD CICs for BC clearinghouses can only be assigned from those same ranges in order for the FGB and FGD CICs to “match”.

**PLEASE NOTE effective October 6, 2006**, the CIC Assignment Guidelines were changed to reflect that a “BC clearinghouse” must provide documentation to NANPA that validates their “BC clearinghouse” status. Since no state regulatory documentation is issued to companies for this type of service, a written certification by an **officer** of the applicant’s company will be accepted to verify “BC clearinghouse” status (self-certification). The officer’s certification should provide the full legal name of the BC clearinghouse company and must contain wording to describe the type of service offered by the applicant that qualifies them to apply for and receive a CIC assignment under the category of “Billing and Collection clearinghouse”. The officer’s certification must also

include specific wording setting forth the reason(s) why an ABEC is not technically feasible and/or specifically explain the circumstances why the use of an ABEC is not permitted as an identifier. The officer's certification must be signed and dated, and must identify the specific corporate office held by the author of the statement.

The officer's statement must be emailed or faxed to NANPA at the time the CIC applications are submitted via NAS. Without the officer's statement, CIC applications for BC clearinghouses will be denied by NANPA.

In all other ways, the CIC application process currently set forth in the CIC assignment guidelines is unchanged. Points to note:

NANPA is allowed ten (10) business days to process the CIC application.

When a CIC assignment is made, it is the assignee's responsibility to return a completed CIC Activation Form (NAS Part C) for each CIC assignment, reporting the date when each CIC is actually in use, within four (4) months of the date of assignment. If NANPA does not receive the CIC Activation Form within the required timeframe, NANPA will initiate the CIC reclamation process.

Semi-annual reporting requirements on CICs for BC clearinghouses are the same as for all other CIC assignees.

As stated in FCC rules and industry guidelines, CICs exist in the public domain, and as such, are a public resource. Assignment of a CIC to any entity in no way implies or confers ownership of the public resource by the entity. Consequently, the resource cannot be sold, brokered, bartered, or leased for a fee or other consideration. If a resource is sold, brokered, bartered or leased for a fee, the resource is subject to reclamation by the administrator.

It is understood that the assignee will return the CIC to NANPA for reassignment if the resource is no longer in use by the entity, has not been activated within the timeframe specified in the guidelines, or is not being used in conformance with the guidelines.

Certain FGD CICs are not available for assignment. They include X411 and 411X (X represents 0-9) and 9000-9199 (set aside by the Industry as "intranetwork CICs"). CICs recently reclaimed or returned to NANPA are not available for assignment to any entity until the required 12-month idle period has been completed.

**EXCEPTION TO CIC ASSIGNMENT GUIDELINES:** The current CIC Assignment Guidelines indicate that an entity is allowed six (6) FGD CICs. As the result of a directive to NANPA from the FCC, the limit of FGD CICs per US entity is now two (2). (The term “entity” is defined as “a firm or group of firms under common ownership and/or control.”) Ownership and control arrangements must be disclosed in all CIC applications. In April 2005, the FCC provided additional direction regarding the definition of an entity as it applied to the assignment of CICs. Applicants for CICs should review the FCC’s April 2005 letter in order to understand the FCC’s definition of common ownership and/or control before submitting to NANPA an application for a CIC assignment,

**CONTACT FOR ASSISTANCE**

If there are any other questions related to the administration of CIC assignments, please contact NANPA at [support@nanpa.com](mailto:support@nanpa.com).