

Below is a list of helpful tips to assist new service providers in getting started with the central office code request process.

- ✓ Read the following INC guidelines located on the ATIS website at http://www.atis.org/01_committ_forums/INC/inc_docs.asp
 - Central Office Code (NXX) Assignment Guidelines (COCAG)
 - Thousands-Block Number (NXX-X) Pooling Administration Guidelines
 - Location Routing Number Assignment Practices
- ✓ Read the Frequently Asked Questions located on the NANPA website at www.nanpa.com under *Tools*, which provides frequently asked questions to central office code related topics such as the NANP Administration System (NAS) and central office code related forms.
- ✓ Read the NAS User Registration Guide for Service Providers and Service Provider Consultants located on the NANPA website at www.nanpa.com under *Tools*, NAS User Guides.
- ✓ Review the NANPA website at www.nanpa.com, which provides information on items such as the assigned and available central office codes for each NPA in each state, NPA and rate center information; Central Office Code Administrator contact information; central office code reports; and links to other industry websites.
- ✓ In order to request a central office code, your company must have an Operating Company Number (OCN). If your company does not have an OCN, contact the National Exchange Carrier Association (NECA) at www.neca.org to request a company code (OCN).
- ✓ In order to request a central office code, you will need to have a current Numbering Resource Utilization/Forecast (NRUF) on file with NANPA. For more information on how to file an NRUF, visit the NANPA website at www.nanpa.com and select *Services* or contact the NANPA Help Desk at 1-866-623-2282.
- ✓ Prior to accessing the NANP Administration System (NAS), you will need to register as a new user by going to www.nanpa.com, select *NAS Login* and complete the user registration for a service provider. Once your registration has been approved, you will receive an email to contact the NANPA Help Desk at 1-866-623-2282 to receive your password.
- ✓ When requesting an initial central office code, you must provide evidence of certification and proof of facilities readiness per the COCAG. When requesting a growth central office code, you must meet the months to exhaust of six (6) months or less and 75% utilization. For information on how to complete a central office code request in NAS, please consult the NAS Central Office Code User Guide available on the NANPA website at www.nanpa.com under *Tools*, NAS User Guides.

- ✓ In order to indicate the effective date you would like the NANPA Code Administrator to grant for your code request, applicants submitting Central Office Code (NXX) Assignment Requests - Part 1 form should note the following (these tips apply both to a Part 1 request entered directly into the NANP Administration System (“NAS”) or the Pooling Administration System (“PAS”):
 - If you want NANPA to issue a specific effective date, indicate the effective date you would like in the **Remarks** field located on the bottom of the Part 1 form.
 - If you want NANPA to issue the earliest effective date possible (without any expedite paperwork) from the day your request is processed by NANPA, place a check in the Section 1.3 check box field. This will inform NANPA to process the new code request with a 52 calendar day effective date.
 - If you are requesting NANPA to issue an effective date shorter than the allowable standard timeframe (i.e. an expedite), input the desired effective date in the **Request Effective Date** field, place a check mark in the Expedite box and state "**AOCN letter submitted**" and/or "**Homing Tandem Company letter submitted**" in the **Expedited Explanation** field. If you are serving as your own AOCN, please state "**We are serving as our own AOCN, and will waive [1-7] days to update BIRRDS.**"
- ✓ Once a central office code has been assigned, routing and rating details must be entered into the Telcordia™ Business Routing & Rating Database System (BIRRDS). If your company does not perform this service, you will need to select a company that provides this service, which is referred to as the Administrative Operating Company Number (AOCN). NANPA is required to provide AOCN services. To find out more about NANPA’s AOCN services, visit the NANPA website at www.nanpa.com, under *Services*, NANPA Enterprise Services. For additional information on how to select or change an AOCN, go to Telcordia’s website at www.trainfo.com.
- ✓ If you are requesting a central office code in a rate center where pooling is in place, you must submit your application for a central office code to the Pooling Administrator. Contact the Pooling Administrator at 1-866-638-7665 for more information.
- ✓ In order to pool, all carriers must be LNP capable and be set up with the Number Portability Administration Center (NPAC). For information on how to become a NPAC user, contact the NPAC Neustar Customer Coordinator at 571-434-5434.

If you have any questions, please contact the NANPA Help Desk at 1-866-623-2282 nanpa-login@team.neustar.