



**ATIS-0300050**

# **Carrier Identification Code (CIC) Assignment Guidelines**

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## CARRIER IDENTIFICATION CODE ASSIGNMENT GUIDELINES

### 1.0 INTRODUCTION

#### 1.1 Purpose

This document describes guidelines for the assignment of Carrier Identification Codes (CICs) in the North American Numbering Plan (NANP) area and is a product of industry consensus reached under the aegis of the Industry Numbering Committee (INC). The document will be maintained by the INC, which will, therefore, be responsible for the determination of any necessary changes or updates. These CIC Assignment Guidelines do not detract from the ability of an appropriate governmental or regulatory agency to exercise authority over any and all issues herein.<sup>1</sup> These CIC Assignment Guidelines and future changes to the CIC Assignment Guidelines will be submitted to the agencies for their review. In addition, it should be understood that these CIC Assignment Guidelines supersede any previously issued CIC assignment guidelines.

These CIC Assignment Guidelines have been formulated with consideration of the following two legitimate needs. First, the recognition that the CICs represent a finite resource and should, therefore, be used efficiently and conserved to the extent possible; and second, that their prudent use is inherent in the provision of telecommunications and interconnected VoIP provider services.<sup>2</sup> Therefore, these CIC Assignment Guidelines should offer the greatest latitude in the provision of telecommunication and interconnected VoIP services, while maintaining the effective management of a finite resource.

The assignment practices detailed in these CIC Assignment Guidelines apply to the assignment of CICs made directly by North American Numbering Plan Administration (NANPA) to a specific entity. (See Section 2.2 for CIC application procedures). Therefore, the maximum number of CICs an entity may be assigned under these CIC Assignment Guidelines pertains to the number of CICs the CIC Administrator may directly assign to that entity. Accordingly, codes obtained via means other than direct assignment by the NANPA are outside the scope of these CIC Assignment Guidelines and hence, are not included in the maximum code assignment limits. The requirements specified in these CIC Assignment Guidelines will apply to all CICs (e.g., the access and usage requirements for retaining CICs) regardless of the manner through which an entity obtained a code.

#### 1.2 Definition, Use and Background of CICs

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<sup>1</sup> The Canadian Radio-television and Telecommunications Commission (CRTC) has approved the Canadian Adjunct to the INC Carrier Identification Code (CIC) Assignment Guidelines. Those are for the administration of CICs in Canada by the Canadian Numbering CIC Administrator (CNA). The latest version is available at <http://crtc.gc.ca/cisc/eng/cisf3fg.htm>.

<sup>2</sup> 47 CFR §52.5 (j).

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CICs provide routing and billing information for TDM-based calls from end users via trunk-side connections to interexchange carriers and other entities. Those entities connect their facilities to access provider's facilities using several different access arrangements, the common ones being Feature Group B (FG B) and Feature Group D (FG D). Access providers are common carriers and connecting carriers that provide interconnection services between an entity and another provider of telecommunications services or interconnected VoIP services. CICs were introduced in 1981 as 2-digit codes then were expanded to 3-digit codes in 1983. At that time CICs were assigned from a single pool of numbers serving both FG B and FG D access. Initially, entities could be assigned up to a maximum of three CICs, a primary and two supplemental CICs. When it was recognized that the supply of 3-digit CICs would eventually exhaust, the industry developed a plan to expand the resource to 4 digits, i.e., CIC expansion. In 1989, when the 700th CIC was assigned, industry agreements limited assignments to one per entity to prevent exhaust before completion of CIC expansion.

CIC expansion was planned for implementation in two phases. Phase 1 was completed on April 1, 1993, at which time FG B and FG D CICs were split into two separate assignment pools. In addition, the FG B resource was expanded from 3 to 4 digits. FG D CICs continued to be assigned in the 3-digit format until exhaust which signaled the start of Phase 2. Phase 2 of CIC expansion was completed on April 1, 1995 when FG D CICs were expanded to 4 digits. Existing 3-digit FG D CICs were converted to 4 digits by prepending a "0" in front of the CIC. After Phase 1 but before Phase 2 CIC expansion, entities could, if requested, reserve a 4-digit FG D CIC that matched the assigned 4-digit FG B CIC, which would be assigned when 4-digit FG D CICs became available. These CIC Assignment Guidelines have been modified to reflect the completion of CIC expansion and the availability of 4-digit CICs.

For the purposes of these CIC Assignment Guidelines, CICs are 4-digit numeric codes which are currently used to identify customers who purchase Feature Group B (FG B) and/or Feature Group D (FG D) access services,<sup>3</sup> Billing and Collections Clearinghouses that provide third-party bill aggregation services on behalf of access purchasers.<sup>4</sup> These codes are primarily used for routing from the local exchange network to the access purchaser and for billing between the LEC (Local Exchange Carrier) and the access purchaser. For interconnected VoIP providers, they are used for compensation purposes related to Universal Service Fund terminating and originating access.<sup>5</sup>

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<sup>3</sup> For purposes of these CIC Assignment Guidelines "access services" includes the purchase of trunk access for FG B or D, and, in the case of FG B, translations access (where available).

Although LECs are not formal "purchasers" of FG B or FG D access, these CIC Assignment Guidelines do not preclude LECs from being assigned CICs.

<sup>4</sup> CIC codes also are used by Billing and Collection Clearinghouses to facilitate billing for smaller access purchasers that do not have direct agreements with the LECs for billing. Billing and Collections Clearinghouses are not access purchasers, but they do have direct agreements with the LECs for billing services and use a common CIC code to identify all of their customers' usage for settlement purposes.

<sup>5</sup> See WC Docket No. 10-90 USF/ICC Transformation Orders 11-161 released 11/18/2011 and 11-189 released 12/23/2011.

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CICs referred to in these CIC Assignment Guidelines are those assignable by the CIC Administrator.

In addition to those CICs assignable by the CIC Administrator, there are 200 four digit CICs, numbers 9000-9199, designated for intranetwork use and are therefore unassignable. These CICs are 1) intended for intranetwork use only, 2) not intended to be used between networks, 3) not intended to be dialable by end users as a CAC (defined in this section). Use of the 200 unassignable CICs is at the discretion of each network provider and will not place requirements on other network providers.

CICs exist in the public domain, and as such, are a public resource. Assignment of a CIC to an entity in no way implies or infers 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 CIC Administrator. The availability of CICs will be monitored by the CIC Administrator who will report on the continued assignment of this public resource on a regular basis to the FCC and the INC.

In addition to the use of CICs by the service providers for routing and/or billing of access, the CIC comprises part of the Carrier Access Code (CAC), a dialing sequence used by the general public to access a preferred provider of service.

Specifically, the CAC can be in the following formats:

- For FG B, the CAC is in the format 950-XXXX, where XXXX is the FG B CIC.
- For FG D, the CAC is dialed using a 7-digit format (101XXXX), where X = 0 through 9.

### 1.3 Definition of an Entity

CICs are assigned to entities that:

- Purchase FGB or FGD access.
- Purchase FGB translation access.
- Are service providers.
- Are switchless resellers.
- Are Billing and Collections Clearinghouses.

For purposes of these CIC Assignment Guidelines, an entity will be defined as follows:

- An entity is defined as a firm or group of firms under common ownership or control.

Franchise operators are those individuals, groups, or firms granted the right or license to market a company's goods or services in a particular area. As there is a commonality of

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economic interest in marketing conditions normally imposed on a franchise operator by the franchiser, these industry guidelines treat the franchiser as the relevant entity and not each individual franchise operator. The franchiser is eligible for CICs assigned to an entity up to the maximum number as determined by these CIC Assignment Guidelines. The franchise operators operating under the common franchise may each use the CICs under the guidance of the franchiser. On the assumption that franchise operators are operating in different territories, as may be dictated by the franchiser, no technical limitation on access service exists due to this CIC limit.

#### 1.4 Administration of CICs and Semi-Annual CIC Usage Reporting

The assignment and management of the CIC resource will be administered by the North American Numbering Plan Administrator (NANPA). All access providers shall provide Access Provider CIC Reports to NANPA; all entities that are assigned CICs (including switchless resellers and interconnected VoIP service providers) shall provide Entity Access/Usage reports to NANPA; and Billing & Collection Clearinghouses (B&C Clearinghouses) that are assigned CICs shall provide B&C Clearinghouse CIC reports to NANPA. All of these reports shall be submitted to NANPA on a semi-annual basis to ensure effective management of the CIC resource. Access provider, Entity, and B&C Clearinghouse CIC reports shall be submitted to NANPA no earlier than January 1 but no later than January 31 for the period ending December 31, and no earlier than July 1 but no later than July 31 for the period ending June 30.

NANPA will use this information, not only to effectively manage the use of CICs, but also to advise the industry as to the level of assignments, and to alert the industry to any concerns, such as the potential for code exhaust.

Further detail regarding these reports, including the suggested format and the address to which they should be submitted, is contained in the "Reports" section of these CIC Assignment Guidelines.

#### 1.5 The CIC Pools

FG B and FG D CIC resources are assigned from two separate assignment pools. One pool contains the four-digit FG B resource; the other pool contains the four-digit FG D resource.

The FG B CIC format provides a pool of 9,000 codes. (Note: Only 9000 four digit FG B CICs are available for assignment because switches do not differentiate between CICs in the 0XXX and 1XXX ranges. If, in the future, changes in technology allow the distinction between 4 digit FG B CICs of the form 0XXX and 1XXX, separate assignment of those CICs will be considered). THE FG D CIC format provides for a pool of 10,000 codes.

FG B and FG D assignments are made separately. Accordingly, an entity whose needs demand the use of FG B access only will be assigned a FG B CIC.

## 1.6 Four Digit FG B CICs

Four-digit FG B assignments are made from a single specific 1000s block. The first 1000s block from which four digit FG B CICs are assigned is the 5000s block, followed by the 6000s block. The selection of the 5000s and 6000s block permits matching assignments to four digit FG D codes. Subsequent assignments will be made from the remaining blocks of numbers which will be opened sequentially, starting with the 2000s block, i.e., 2000, 3000, 4000, 7000, etc. Opening of subsequent thousand blocks is dependent solely upon the exhaust of the current available FG B CIC resource.

The NANPA will monitor CIC assignments and usage and provide annual reports to the INC indicating the level of assignment and projecting the time of exhaust of the current pool of FG B CICs semi-annually or as requested based on the then current assignment rate. The NANPA will formally notify the industry 2-1/2 years prior to the need for the next 1000s block of FG B CICs. Actual assignment of the new FG B 1000s block will begin six months before the projected exhaust of the current FG B CIC pool.

The industry will review the need, in the future, to continue to restrict assignment of FG B CICs to specific 1000s blocks. The industry will determine if, when technically practicable, this restriction will be lifted, and FG B four digit assignments will be available from the full range of (9,000) FG B CICs.

## 1.7 Four-Digit FG D CICs

At the time FG D CICs were expanded to four digits, a permissive period was established which permitted the use of both the 10XXX and 101XXXX CAC dialing formats. During this permissive period, four-digit FG D CICs began to be assigned in the 5000 and 6000 number blocks.<sup>6</sup> As of August 6, 2001, all four digit FG D block ranges are open for assignment, with the exception of 411X and X411.<sup>7</sup> In addition, the individual code 0911 is to be designated as “unavailable.”<sup>8</sup>

## 2.0 ASSIGNMENT PRINCIPLES

NANP resources, including those covered in these CIC Assignment Guidelines, are collectively managed by the North American telecommunications industry with oversight of the North American federal regulatory authorities.

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<sup>6</sup> Note: Per CC Docket No. 92-237 Declaratory Ruling (98-828) Released May 1, 1998, the permissive dialing period ended on September 1, 1998.

<sup>7</sup> Dorothy T. Attwood, Chief Common Carrier Bureau, FCC, June 25, 2001 letter to Ron Connors, North American Numbering Plan Administration, NeuStar.

<sup>8</sup> To avoid possible confusion with the emergency number used by law enforcement and emergency services providers.

The NANP resources are considered a public resource and are not owned by the assignees. Consequently, the resources cannot be sold, brokered, bartered, or leased by the assignee 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 CIC Administrator.

SPs and numbering resource CIC Administrators are responsible for managing numbering resources in accordance with these CIC Assignment Guidelines and the orders of applicable regulatory authorities. Both SPs and numbering resource CIC Administrators are subject to audits. Further information may be found in 47 CFR § 52.15 (k), FCC 00-104 ¶ 62, FCC 00-429 ¶ 81-99, and FCC 01-362 ¶ 95-111.

## 2.1 General

Entities purchasing FG B or FG D trunk access or FG B translations access will be assigned a CIC from the appropriate pool. A request for FG B or FG D access must have been made before an entity's request for the issuance of a CIC will be considered. Assignments will be made consistent with all regulatory directives such as the standing FCC mandate which directs that access be available to all customers, not only traditional carriers. CICs will be assigned on a North American Numbering Plan area basis; i.e., there will be no duplicate assignments segregated by geographic region and, therefore, an entity can use the assigned code throughout the North American Numbering Plan area.

Applicants who choose to submit their CIC application forms and/or CIC activation forms via facsimile or mailed copies will be charged a fee. See the NANPA website at [www.nanpa.com](http://www.nanpa.com) for specific details regarding the associated fee structure.

## 2.2 Procedures for Obtaining a CIC Assignment

An entity should use the following procedure when requesting a CIC assignment:

- a) Complete the CIC Application Form. One application form is required per CIC request. The CIC applicant will complete all required entries on the CIC Application Form to the best of his/her knowledge and sign the form.
- b) Contact an access provider and request the assignment of a CIC. The CIC application form must be presented to the access provider when requesting access service.
- c) Place a valid order for FG B or D trunk access service, or FG B translations access service, where available, (depending on the type of CIC being requested) with the access provider, indicating in order of preference, three CIC choices.<sup>9</sup>

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<sup>9</sup> A request for a CIC may be made by an entity or its authorized agent.

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- d) Provide to the access provider a list of all CICs currently held by the entity (see Section 1.3 for definition of entity), indicating the name of the firm(s) holding the CIC(s) if other than the entity applying for the CIC.

After receipt of a request for a CIC, the access provider will apply to NANPA for a CIC on behalf of the entity, attaching a copy of the written request for access service and the CIC Application Form. NANPA will process the CIC request from the access provider and the CIC Application Form with 10 business days of receipt and notify the access provider and the entity in writing of the disposition of the requested assignment using the CIC Assignment Form. Entity code preference will be honored to the extent possible, and assignments will be made in the order the requests are received.

LECs should apply directly to NANPA for the assignment of CICs and are subject to the CIC assignment principles contained in these CIC Assignment Guidelines as other entities.

### 2.2.1 Procedures for a Switchless Reseller to Obtain a CIC Assignment

A switchless reseller should use the following procedure when requesting a FGD CIC assignment.

- a) Complete the CIC Application Form. One application form is required per CIC for each requested. The applicant will complete all required entries on the CIC Application Form to the best of his/her knowledge and sign the form.
- b) Provide documentation to NANPA that validates “switchless reseller” status. The state public utilities commission certification is required unless the state does not issue switchless reseller certification. If the state does not issue such a certification, a written statement by an officer of the applicant’s company will be accepted to verify “switchless reseller” status.<sup>10</sup>
- c) Send both the CIC Application Form and the supporting documentation to NANPA.

NANPA will process the application within 10 business days of receipt and notify the switchless reseller by using the CIC Assignment Form. If the applicant stated a preference for a particular code, it will be honored to the extent possible. Assignments are made in the order the requests are received.

Switchless resellers are responsible for adhering to the same principles and responsibilities in these CIC Assignment Guidelines that also apply to other CIC holders, including the submission of the Semi-Annual CIC Usage Report to the NANPA.

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<sup>10</sup> A list of those states that require switchless reseller certification can be found at [www.nanpa.com](http://www.nanpa.com)

### 2.2.2 Procedures for a Billing and Collection Clearinghouse Company to Obtain a CIC Assignment

In some cases, NANPA will assign a Feature Group D (FGD) CIC and a matching Feature Group B (FGB) CIC to “Billing and Collection clearinghouses” (“B&C clearinghouses”) without the requirement for the B&C 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 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 “B&C clearinghouse” shall apply to NANPA for CICs only under circumstances when the use of an 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 B&C clearinghouses will only be allowed under these specific circumstances.

A “B&C clearinghouse” should use the following procedure when requesting a FGD and FGB CIC assignment:

- Submit two (2) fully completed CIC application forms to NANPA via 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 B&C clearinghouses can only be assigned from those same ranges in order for the FGB and FGD CICs to “match.”

The “B&C clearinghouse” must provide documentation to NANPA that validates their “B&C clearinghouse” status. Since no State PUC/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 “B&C clearinghouse” status (self-certification). The officer’s certification should provide the full legal name of the B&C clearinghouse company, and must contain wording to describe the type of service offered by the applicant that qualifies it 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.

Billing and Collection Clearinghouse companies that are assigned CICs for the specific purposes set forth above are responsible for adhering to the CIC Assignment Guidelines, including but not limited to semi-annual reporting requirements, number of CICs per entity, notifying NANPA of merger/acquisitions, company name changes, etc., as well as keeping NANPA notified of current contact information at all times.

### 2.2.3 Procedures for an interconnected VoIP Service Provider to Obtain a CIC Assignment

An interconnected VoIP service provider shall use the following procedure when requesting a FGD CIC assignment.

- a) Complete the CIC Application Form. One application form is required per CIC for each requested. The applicant will complete all required entries on the CIC Application Form to the best of his/her knowledge and sign the form.
- b) Provide evidence to NANPA that demonstrates the interconnected VoIP service provider SP has a national authorization issued by the FCC.<sup>11</sup>
- c) Send both the CIC Application Form and the supporting documentation to NANPA.

NANPA will process the application within 10 business days of receipt and notify the interconnected VoIP service provider by using the CIC Assignment Form. If the applicant stated a preference for a particular code, it will be honored to the extent possible. Assignments are made in the order the requests are received.

Interconnected VoIP service providers are responsible for adhering to the same principles and responsibilities in these CIC Assignment Guidelines that also apply to other CIC holders, including the submission of the Semi-Annual CIC Usage Report to the NANPA.

### 2.3 Reservation of Codes

There will be no reservation of CICs. Rather, CICs will be assigned on a first come, first served basis, as FG B or D access service, or FG B translations access service is ordered.

### 2.4 Matching of FG B and FG D CICs

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<sup>11</sup> See 47 CFR § 52.15 (g) (3).

An entity purchasing both FG B and FG D may request the same FG B and FG D code; however, there is no guarantee that the same CICs for FG B and FG D service will be available. NANPA will, however, make every effort to assign matching FG B and FG D CICs when requested to do so, given that such matching codes are available.

### 3.0 MAXIMUM NUMBER OF CODES

If an entity has existing CIC assignments, that entity must have provided the most recent semi-annual entity report prior to requesting an additional CIC.

#### 3.1 Four-Digit CIC Assignment Practices

A maximum of 5 FG B CICs and 6 FG D CICs<sup>12</sup> will be assigned per entity. Entities holding greater than the maximum allowed CICs are encouraged to make a good faith effort to return those codes to the NANPA<sup>13</sup>. (See also Section 4.2).

#### 3.2 Special Use Code Assignments

It is recognized that extraordinary and infrequent technical constraints in access provider's networks may arise where an entity, whose intent was to offer a service without the use of a CIC, is required to use a CIC. If the entity and the access provider agree that a CIC assignment is warranted because of such a technical constraint, and both parties also agree that no available technical alternative exists to provide the proposed service, the access provider and the entity will submit a jointly signed letter to the NANPA certifying the need for a special use CIC and requesting the assignment of a "special use" CIC.

This "special use" code assignment procedure can take place prior to, or after, an entity reaches the maximum assigned limit of CICs. The "special use" CIC assignment from the NANPA is NOT counted in the assigned CIC total of the entity or the access provider. The NANPA will notify the INC of special use code assignments.

If an alternative to the use of a CIC subsequently becomes available (i.e., there is no longer a technical constraint in the access provider's network), the voluntary return of the "special use" code is encouraged (see Section 4.2). Moreover, if, after it has been established that there exists a technical alternative to the use of the code, and the entity chooses not to return it, the CIC is counted against the limit of assignable codes.

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<sup>12</sup> FCC 97-125, released April 11, 1997, temporarily restricts FG D assignments to two CICs per entity.

<sup>13</sup> The ATIS Telecommunications and Operations Committee Coding and Language Data Representation (TMOC CLDR) maintains the standard (ANSI Standard ATIS-0300251-2007) for ACNA/IACs and establishes a one-to-one relationship between an ACNA/IAC code and a legal entity. However, in these CIC Assignment Guidelines there is a multi-to-one relationship between a CIC and a legal entity; therefore, it is not appropriate to expect that there would be a one-to-one relationship between an ACNA/IAC code and a CIC in carrier billing systems. In these guidelines, for each CIC assignment there shall only be one ACNA/IAC code but there may be more than one CIC associated with a single ACNA/IAC code.

An entity can be assigned a maximum of two "special use" CICs. It is expected that such codes will be required infrequently and that few "special use" codes will be assigned. The INC will review the category of "special use" CICs annually, but will meet at the time the NANPA assigns the second "special use" code to a specific entity in order to examine the needs which required the assignments and, if necessary, to consider a change to the assignment limits.

### 3.3 CIC Limit Review

The number of CICs assignable per entity will be reviewed, as determined by the industry. This could be initiated through the introduction of an issue at the INC. It is intended that these reviews investigate the potential for further expansion of the number of codes per entity.

## 4.0 DISPOSITION OF CICs

### 4.1 NANPA Responsibility for Verification of the ACNA

NANPA shall access the IAC (Interexchange Access Customer) database<sup>14</sup> in order to verify the ACNA provided on any CIC Application, Number 3. The ACNA assignee name and the CIC assignee name must be the same. If the ACNA assignee name and the CIC assignee name are not the same, NANPA will deny the application. Similarly, a transfer request will be denied if the ACNA assignee name is different than the CIC assignee name. A Part A information change shall not be subject to ACNA verification.

### 4.2 Requirement for CIC Retention

CICs shall be placed in service within six (6) months from the CIC assignment date. Any CIC not placed in service within six (6) months of the assignment date is subject to reclamation consistent with Section 6.0.

### 4.3 Return of CICs

The return of a CIC that is no longer needed by an entity is required.

Any CIC returned by an entity will be made available for assignment by the NANPA after an idle period of twelve (12) months.

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<sup>14</sup> The IACs are accessed via the iconectiv Common Language Central Location Online Entry System (CLONES) database.

## 5.0 ENTITLEMENTS

For TDM-based SPs, CIC holders are reminded to issue an Access Service Request (ASR) with their access provider(s) to remove the CIC from translations, if it is returned/reclaimed. Failure to issue an ASR after return/reclamation entitles the access provider to verify with NANPA via e-mail that the CIC was returned/reclaimed and then to remove translations without an ASR.

### 5.1 Code Use

Assignment of a CIC provides the "right" to use and retain the CIC consistent with these CIC Assignment Guidelines, to promote the use of the CIC as part of the carrier access code (CAC) for end user dialing, and to transfer the code to another entity as described in Section 5.2. Franchise operators do not retain any right to the CICs if the franchiser ceases operation or determines that its CICs are no longer required.

### 5.2 Transfer of CIC Assignments

The assignment of a CIC does not imply ownership. Although not a formal asset of an entity, a CIC may be transferred to another entity through merger or acquisition of assets as long as: (1) the CIC is in use (i.e., FG B or FG D access is being reported or can be verified by an access provider); and (2) appropriate and sufficient documentation of the merger or acquisition of assets has been provided to NANPA. These guidelines require that NANPA be informed of such transfers to ensure that an accurate record of the entity responsible for the CIC can be maintained, and that the guideline requirements are satisfied. Such requirements include those associated with the retention of CICs, and transferred CICs will be subject to reclamation as are any other codes.

Within a reasonable length of time after the legal event has occurred, the entity requesting the transfer of a CIC (the acquiring entity) from the assignee of record is required to provide appropriate and sufficient documentation to NANPA that supports the transfer of a CIC, i.e., written agreement from the assignee of record or legal documentation of a merger or acquisition of assets of the assignee's company by the requester.

Since the ACNA assignee name and the CIC assignee name must be the same, the Common Language® Group at iconectiv® must be provided with appropriate legal documentation to change the ACNA assignee name before the CIC assignee name transfer request is submitted to NANPA.

The entity requesting the transfer of a CIC assignment should not initiate any changes with service providers/carriers relating to the transfer of a CIC assignment until NANPA has issued a Part B approving the transfer request.

### 5.3 Requirement to Provide Updated Contact Information to NANPA

It is the responsibility of the CIC assignee to keep NANPA advised of current contact information. If a CIC assignee changes their address, if the legal name of the company changes, if the contact information originally provided to NANPA on the CIC application changes, etc., the CIC assignee is required to provide this information to NANPA on a New CIC Part A Application to be submitted via NAS. (Also see Section 5.2, "Transfer of CICs" with regard to mergers/acquisitions and/or asset/stock purchases that may affect CIC assignments). A CIC assignee may modify its contact information that appears on the FGB or FGD CIC Reports published on the NANPA website by submitting a Part A information change (e.g., removing a telephone number, adding an email address). At a minimum, either an email address or a telephone number shall be maintained.

## 6.0 CIC RECLAMATION PROCEDURES

### 6.1 Assignee Responsibility

The entity to which a CIC has been assigned shall return the CIC to the CIC Administrator if:

- It is no longer needed by the entity for the purpose for which it was originally assigned.
- The service it was assigned for is discontinued, or
- The CIC was not activated within six (6) months from the CIC assignment date.

CIC assignees returning CICs are obligated to contact access providers and initiate the appropriate ASR disconnect.

### 6.2 CIC Administrator Responsibility

#### 6.2.1 Reclamations and Extensions

The CIC Administrator will provide the CIC assignee with an email notification reminding the assignee of the Part C due date one month prior to the six month Part C due date, if the Part C has not been received. If a Part C has not been submitted by the due date, NANPA shall notify<sup>15</sup> the assignee that the Part C is past due. NANPA will refer the matter to the appropriate regulatory authority for resolution within 60 days after the Part C due date.

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<sup>15</sup> Such notification shall be made using a method that provides confirmation of tracking/delivery (e.g., email confirmation received from recipient, USPS certified mail, USPS Priority mail, delivery by a courier such as Federal Express, United Parcel Service, etc.)

The assignee shall apply to the appropriate regulatory authority for an extension of the Part C due date if necessary. If an extension is approved, the regulator will notify the assignee and the CIC Administrator of the new in service deadline. The FCC point of contact can be located at <http://www.nanpa.com>.

The CIC Administrator will make all returned or reclaimed CICs available for assignment after an idle period of twelve (12) months.

## 6.2.2 Abandoned Process

### 6.2.2.1

The CIC Administrator will contact<sup>16</sup> any CIC assignee(s) identified as not having returned to the CIC Administrator any CIC:

- Assigned, but no longer in use by the assignee(s),
- Assigned to or associated with a service no longer offered, or
- Assigned but not used in conformance with these assignment guidelines.

If the CIC Administrator cannot make contact with the assignee, the CIC Administrator will advise the INC that the CIC will be reclaimed and made available for reassignment following the twelve (12) month idle period, unless the INC advises otherwise within 30 days.

If the CIC Administrator is unable to make contact with the CIC assignee and there is reported access and/or usage on the CIC, NANPA will follow the process outlined in Section 6.4 of these CIC Assignment Guidelines.

### 6.2.2.2

If the CIC Administrator has not received an Entity Semi-annual report, NANPA will inquire regarding the status of the CIC. If the CIC assignee has been contacted but the assignee has not returned the CIC or provided an Entity report within 60 days, NANPA will initiate the recovery process and refer the case to the appropriate regulatory body for resolution.

## 6.3 INC Responsibilities

The INC will:

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<sup>16</sup> Such request shall be made using a method that provides confirmation of tracking/delivery (e.g., email confirmation received from recipient, USPS certified mail, USPS Priority mail, delivery by a courier such as Federal Express, United Parcel Service, etc.)

- Accept all referrals of alleged non-use or misuse of CICs
- Investigate the referral,
- Review referrals in the context of current assignment guidelines,
- Attempt to resolve the referral, and
- Direct the CIC Administrator regarding the action, if any, to be taken.

Absent a consensus resolution of the referral or non-compliance to the resolution by the CIC assignee, INC shall refer the case to the appropriate regulatory body for resolution.

#### 6.4 CICs with Unidentifiable Assignees

In the case of a CIC where there appears to be no assignee or the assignee cannot be contacted but a Semi-Annual Access Provider Report reflecting access and/or usage for that CIC has been submitted, NANPA will work with the entity providing that report for assistance in contacting the CIC user. NANPA then will contact the entity using the CIC for written documentation to support the assignee contact information change or the transfer of the subject CIC from the current assignee to the company using the CIC.

After the contact above is made and if it is determined that written documentation does not exist to support the transfer of a CIC to the entity using the CIC (i.e., if no merger/acquisition occurred, if no asset purchase sale occurred, or if no bankruptcy court directed the transfer of a CIC from one entity to another), then the entity using the CIC shall migrate all traffic off the CIC within a 12-month period. Formal notification of the 12-month timeline shall be provided to the entity in question by NANPA. If migration has not occurred at the end of the 12-month period, the entity using the CIC will be reported to the FCC. This CIC will be marked by NANPA as not assignable in the NANPA CIC list, until the FCC has made a determination regarding its use. The CIC will not be made available for assignment until the CIC is returned by the entity that is using the CIC and only after the 12-month idle period specified in the CIC Assignment Guidelines.

If the entity using the CIC in question per the Semi-Annual Access Provider Report cannot be contacted, then the FCC will be notified by the NANPA requesting direction for the disposition of the CIC considering that access/usage exists for that CIC.

## 7.0 CONSERVATION

### 7.1 The Need for a Conservation Mode

Conservation involves efforts to preserve the availability of codes. A conservation mode and the restrictive assignment policies associated with it slows the assignment rate, conserves the dwindling resource, and allows the industry time to circumvent the possibility of exhaust.

The assignment level at which a conservation mode is invoked, therefore, must provide adequate time for the industry to plan for the accommodation of additional entities, develop and publish the necessary associated technical documentation describing the plan, provide the necessary software/hardware modifications to the necessary network elements, and deploy those modifications throughout the nation. It is estimated that these efforts require at least five years.

## 7.2 A Conservation Mode for the Four-Digit CIC Environment

A detailed conservation plan for the four-digit CIC environment is not to be described in these CIC Assignment Guidelines. Rather, the NANPA, as CIC Administrator of CIC assignments, will monitor the assignment rate and level, predict the potential for exhaust, and report its findings to the industry. With this information supplied by the NANPA, the industry can determine the need for a formal conservation mode and its associated measures.

Those measures might include restrictions on the maximum number of code assignments per entity, an aggressive effort, beyond that already in place, for code reclamation, and the convening of an ATIS-sponsored committee to begin the necessary planning to accommodate the need to assign more than 9,000 FG B and/or 10,000 FG D CICs.

## 8.0 GLOSSARY

ABEC (Alternate Billing Entity Code) – Also known as a pseudo-CIC, this four-digit code was created by Telcordia for use by Billing and Collection companies for billing identification purposes.

ACNA (Access Customer Name Abbreviation), also known as IAC (Interexchange Access Customer) – This three-character alphabetical identifier is assigned by the iconectiv Common Language<sup>17</sup> Group to purchasers of Feature Group B and/or Feature Group D services and/or to Switchless Resellers and/or to Billing and Collection Clearinghouse providers and/or interconnected VoIP service providers. The ACNA may be used for billing identification purposes between access providers and the access purchaser.

Access Providers - Access providers are common carriers and connecting carriers that provide interconnection services between an entity and another provider of telecommunications services.

Billing and Collections Clearinghouse – An entity that facilitates billing for smaller access purchasers that do not have direct billing relationships with the LECs. Billing and Collections Clearinghouses are not access purchasers, but they do have direct agreements with the LECs for billing services and use a common CIC code to identify all of their customers' usage for settlement purposes.

CAC (Carrier Access Code) - The sequence an end user dials to obtain access to the switched services of a carrier, e.g., 101XXXX.

CIC (Carrier Identification Code) - A numeric code that uniquely identifies each carrier. These codes are primarily used for routing from the local exchange network to the access purchaser and for billing between the LEC and the access purchaser.

FG B (Feature Group B) - A type of access arrangement that provides trunk-side access to the interexchange carrier. FG B callers reach an interexchange carrier's facility for transport of their inter-LATA call by dialing the carrier access code 950-XXXX.

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<sup>17</sup> The Common Carrier Bureau is now the Wireline Competition Bureau.

FG B Translations Access - FG B access configurations where installation orders are such that only translation software changes are required. For example, Entity 1 refers to the entity which desires to have its FG B traffic associated with a particular Carrier Identification Code routed to another entity. Entity 2 refers to the entity with trunk access to which Entity 1's traffic is routed. Translations access allows the routing of Entity 1's traffic to the trunks of Entity 2 via a translation software change.

FG D (Feature Group D) - A type of access arrangement that permits subscribers to presubscribe to or select, on a per-call basis, a specific interexchange carrier for transport of their inter-LATA calls. To use the presubscribed carrier for a call, the subscriber need only dial the destination directory number. To override the terminal's presubscription on a per-call basis and choose an alternative interexchange carrier, 101XXXX + 0 or 1 +10 digits must be dialed.

INC (Industry Numbering Committee) - A committee of the Alliance for Telecommunications Industry Solutions (ATIS), INC was formed to provide an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of numbering resources and related dialing considerations for public telecommunications within the North American Numbering Plan area.

In Service: When the appropriate access service or FG B/FG D usage/service associated with the CIC is in place, and/or the CIC Semi-Annual Report shows usage and/or access trunks are in place, and the CIC is being used for the purposes specified in the original application.

Interconnected Voice over Internet Protocol (VoIP) Service Provider - An entity that provides interconnected VoIP service, as that term is defined in 47 U.S.C. § 153(25) (47 CFR § 52.5 (b)). Interconnected VoIP providers are providers of a service that (1) enables real-time, two way voice communications, (2) requires a broadband connection from the user's location, (3) requires Internet protocol-compatible customer premises equipment, and (4) permits users generally to receive calls that originate on the public switched telephone network and to terminate calls to the public switched telephone network (47 CFR § 9.3).

NANP (North American Numbering Plan) - A numbering architecture in which every station in the NANP area is identified by a unique ten-digit address consisting of a three-digit NPA code, a three digit central office code of the form NXX, and a four-digit line number of the form XXXX, where N represents the digits 2-9 and X represents the digits 0-9.

It is the basic numbering scheme for the telecommunications networks located in Anguilla, Antigua, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada, Cayman Islands,

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Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, Sint Maarten, St. Kitts & Nevis, St. Lucia, St. Vincent, Turks & Caicos Islands, Trinidad & Tobago, and the United States (including American Samoa, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands) [See also 47 § CFR 52.5 (d)].

NANPA (North American Numbering Plan Administration) - The NANPA is responsible for the neutral administration of NANP numbering resources, subject to directives from regulatory authorities in the NANP member countries (see also 47 CFR § 52.7 (e)). The NANPA is an impartial non-governmental entity that is not aligned with any particular telecommunications industry segment.<sup>18</sup> Under contract to the FCC, NANPA's responsibilities include assignment of NANP resources, and, in the U.S. and its territories, coordination of area code relief planning and collection of utilization and forecast data. See also 47 CFR 52.13.

Reclamation – Reclamation refers to the process by which Service Providers are required to return numbering resources to the North American Numbering Plan Administration (NANPA) or Pooling Administrator (PA). ((47 CFR § 52.15 (i) (1)).

Service Provider (SP) – The term “service provider” refers to a telecommunications carrier or other entity that receives numbering resources from the NANPA, a Pooling Administrator or a telecommunications carrier for the purpose of providing or establishing telecommunications service For the purposes of this part, the term “service provider” includes an interconnected VoIP service provider (47 CFR §52.5 (e)).

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<sup>18</sup> Administration of the North American Numbering Plan, Report and Order, CC Docket No. 92-237, 11 FCC Rcd 2588, 2608 (1995) (NANP Order).

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# Carrier Identification Code (CIC) Assignment Guidelines – ATIS-0300050

Last Edited: January 4, 2016

## CIC Application Form

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Entities requesting a CIC shall complete the following steps. If the entity requesting a CIC is a switchless reseller, please refer to Section 2.2.1 for special application procedures. If the entity requesting a CIC is an interconnected VoIP service provider, please refer to Section 2.2.3. Please note that all CIC applicants must provide a valid Access Customer Name Abbreviation (ACNA) as part of the application process:

- a) The entity shall place a valid order for FG B or FG D trunk access service, or FG B translations access service, where available, with an access service provider<sup>19</sup>.
- b) If a CIC assignment is being requested, the entity shall complete this form and attach to the request for access service. Use one form per CIC assignment.
- c) The access service provider shall submit the CIC Application Form to the CIC Administrator, currently North American Numbering Plan administration (NANPA).
- d) The CIC Administrator shall complete the CIC Assignment Form, within 10 working days from receipt of assignment request from the access service provider. The CIC Assignment Form shall be sent to the entity requesting a CIC and the access service provider.

A CIC assigned to an entity shall be placed in service within 6 months after the assignment date as reported on the CIC Assignment Form. The entity assigned the CIC shall submit the CIC Activation Form to the CIC Administrator indicating the date the CIC was activated. If a CIC is not activated within the 6-month period, the assigned CIC may be reclaimed using procedures described in Section 6 of these CIC Assignment Guidelines. It is understood that the entity will return the CIC to the CIC Administrator for reassignment if the resource is no longer in use by the entity, has not been activated within the timeframe specified in these CIC Assignment Guidelines, or is not being used in conformance with these CIC Assignment Guidelines.

The entity, access service provider and the CIC Administrator acknowledge that the information contained on this application form is sensitive, proprietary and will only be shared with the appropriate CIC Administrator and/or regulators.

**1. Date of Request for Access Service:** [Click here to enter a date.](#)

**2. Access Customer Name:** [Click here to enter text.](#)

**Address:** [Click here to enter text.](#)

**City:** [Click here to enter text.](#)

**State:**

[Click here to enter text.](#)

**ZIP:** [Click here to enter text.](#)

**Phone:** [Click here to enter text.](#) **E-mail:** [Click here to enter text.](#) **Fax:** [Click here to enter text.](#)

**Contact Name:** [Click here to enter text.](#)

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<sup>19</sup> Although LECs are not formal "purchasers" of FG B or FG D access, the CIC Assignment These CIC Assignment Guidelines do not preclude LECs from being assigned CICs.

**Title:** [Click here to enter text.](#)

**3. Access Customer Name Abbreviation (ACNA):** [Click here to enter text.](#)

**4. Type of Request (select one):**

- First CIC
- Additional CIC
- Information CIC (go to Section 12)
- Return CIC (go to Section 11)
- Merger/Acquisition (go to Section 12)

**5. Type of Service (select one):**

- FG B
- FG B Translation Access
- FG D

**6. Does the entity requesting this assignment have any CICs current assigned?**

Yes  No

**If yes, please list the CIC currently assigned, specifying whether they are FD B or FG D Assignments:**

[Click here to enter text.](#)

**7. Does the requesting entity share common ownership or control with other companies (see Section 1.3 of the Guidelines)?**

Yes  No

**If yes, please list the name(s) for all other companies under common ownership or control with the requesting entity.**

[Click here to enter text.](#)

**8. If yes to 7, do any of these entities under common ownership or control have CICs?**

Yes  No

**9. Please Provide Three Code Selections in Order of Preference:**

**1.** [Click here to enter text.](#) **2.** [Click here to enter text.](#) **3.** [Click here to enter text.](#)

**10. If the above codes are not available, may any available code be assigned?**

Yes  No

**11. Code Return Notification:**

The following CIC(s) is being returned to the list of available codes:

Click here to enter text.

**Effective Date:** Click here to enter a date.

**12. CIC Information Change:**

**CIC Affected:** Click here to enter text.

**Old Information:**

Click here to enter text.

Click here to enter text.

Click here to enter text.

**Explanation:** Click here to enter text.

**Effective Date:** Click here to enter a date.

**New Information:**

Click here to enter text.

Click here to enter text.

Click here to enter text.

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned CIC will be used in accordance with the *CIC Assignment Guidelines* (INC 95-0127-006) and that this application has been prepared in accordance with the guidelines.

**Signature of Authorized Representative of the CIC Entity**

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Date:** Click here to enter a date.

Send application to the North American Numbering Plan Administration located at <https://www.nationalnanpa.com/index.html>.

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## CIC Assignment Form

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### Applicant

**Name:** Click here to enter text.

**Address:** Click here to enter text.

**City:** Click here to enter text. **State:** Click here to enter text. **ZIP:** Click here to enter text.

**Phone:** Click here to enter text. **E-mail:** Click here to enter text. **Fax:** Click here to enter text.

**Contact Name:** Click here to enter text.

**Title:** Click here to enter text.

**Company Name:** Click here to enter text.

**Access Customer Name Abbreviation (ACNA):** Click here to enter text.

**Date of Request for FG B or FG D Trunk Access:** Click here to enter a date.

**Date of Receipt of Request for CIC Assignment:** Click here to enter a date.

**Date of Receipt of Request for CIC Assignment:** Click here to enter a date.

**Date of Response to CIC Assignment Request:** Click here to enter a date.

**CIC Requested:** Click here to enter text.

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**CIC Assigned** Click here to enter text.

**Form Incomplete**

**Additional Information Required in the Following Section(s):** Click here to enter text.

**Form Complete, Code Request Denied**

**Explanation:** Click here to enter text.

**Other**

**Explanation:** Click here to enter text.

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**Signature of CIC Administrator**

**Name (Print):** Click here to enter text.

**Phone:** Click here to enter text.

Click here to enter a date.

**Date**

**Fax:** Click here to enter text.

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## CIC Activation Form

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By signing below, I certify that the CIC(s) specified below are in service, i.e., the appropriate access trunks and/or translations access has been obtained, and that the CIC(s) are being used for the purpose specified in the original application.

**Signature of Authorized Representative of the CIC Applicant**

**Name/Title:** [Click here to enter text.](#)

**Access Customer Name Abbreviation (ACNA):** [Click here to enter text.](#)

**Date:** [Click here to enter a date.](#)

CIC	Type (FGB or FGD)	Date of Assignment	In-Service Date
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter a date.</a>

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## CIC Reports – Overview

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### ***Requirements for Semi-Annual Access Provider Access/Usage Reports, Entity Access/Usage Reports, and Billing & Collection Clearinghouse Usage Reports For Four-Digit Carrier Identification Codes***

To assist in the administration of Carrier Identification Codes (CICs), access providers, entities, and Billing & Collections Clearinghouses (B&C Clearinghouses) are requested to provide CIC access and usage information to North American Numbering Plan Administration (NANPA). The access/usage reporting requirements described below have been developed for use by the access providers, entities with CIC assignments, and B&C Clearinghouses in preparing the reports for 4-digit Feature Group B (FG B) and Feature Group D (FG D) CICs.

**Access Provider Reporting Requirements:** The Access Provider access/usage report shall be submitted to NANPA as a Word document or as an Excel spreadsheet, following the format shown in the attached “Sample” reports. Access Providers providing FG B and/or FG D service shall submit their reports to facilitate CIC analysis by NANPA.

**Entity Reporting Requirements:** An Entity access/usage report shall be submitted to NANPA as a Word™ document or as an Excel™ spreadsheet, following the format shown on the attached “Sample” reports. The report format for entities with CIC assignments is similar to the access provider reports. The “LOCATION” field shown on the Access Provider report has been changed to “LEC ACCESS”. This field encompasses other access providers as well as LECs, and should include the names of all access providers where access has been obtained for each CIC. See Entity Sample report for FG B and FG D trunk access and usage information to be provided by an entity with CIC(s). The sample Entity Report shows the field designations and definitions.

**Billing & Collection Clearinghouse Reporting Requirements:** The B&C Clearinghouse provider report should be submitted to NANPA as a Word™ document or as an Excel™ spreadsheet, following the format shown in the attached “Sample” reports. The report format for B&C Clearinghouses with a CIC assignment (s) is similar to the Entity reports. The “LOCATION” field shown on the Entity reports has been changed to “B&C LEC”, which shall include the names of all LECs where a billing and collection service has been obtained for each CIC. See Entity Sample report for FG B and FG D trunk access and usage information to be provided by a B&C Clearinghouse with a CIC assignment(s). The sample shows the field designations and definitions.

#### **General Requirements**

- a) For reports provided by Access Providers and interconnected VoIP providers, a single report shall be submitted combining any information from an Access Provider/interconnected VoIP provider and its subsidiaries, and one report, nationwide, is encouraged. Similarly, for reports provided by entities, one report shall be provided for the entity, nationwide.
- b) Entities shall provide information on the entity name, the person submitting the information contained in the report, address, telephone number, email address and fax number. (This information will not affect the contact information contained in NANPA’s CIC assignment database. Any changes to CIC assignee contact information must be submitted via NAS on a CIC Part A application form).
- c) B&C Clearinghouses shall provide information on B&C Contract Holder, contact person, address, telephone number, email address and fax number. (This information will not affect the contact information contained in NANPA’s CIC assignment database. Any changes to CIC assignee contact information shall be submitted via NAS on a CIC Part A application form).

Access Provider reports, interconnected VoIP provider reports, Entity reports, and B&C Clearinghouse reports shall be submitted to NANPA no later than January 31<sup>st</sup> for the period ending December 31<sup>st</sup>, and no later than July 31<sup>st</sup> for the period ending June 30<sup>th</sup>. First Half Annual Reports shall not be accepted prior to July 1<sup>st</sup>, and Second Half Annual Reports

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shall not be accepted prior to January 1<sup>st</sup>. Reports shall be dated as of the actual date they are submitted to NANPA. Reports are to be submitted to the North American Numbering Plan Administrator, CIC Administrator contact located at [https://www.nationalnanpa.com/contact\\_us/index.html](https://www.nationalnanpa.com/contact_us/index.html).

## CIC Reports: Sample Access Provider Semi-Annual Access/Usage Report

Date: Jan, 31, 1997Report For Period: 2H09Local Exchange Carrier: Local Telephone Company

CIC <sup>1</sup>	ENTITY <sup>2</sup>	ACNA <sup>3</sup>	TRUNK ACCESS <sup>4</sup>		USAGE <sup>5</sup>		LOCATION <sup>6</sup>
			FGB	FGD	FGB	FGD	
0010	ABC Company	ABC	Y	D	Y	N	TX
0010	ABC Company	ABC	Y	A	Y	N	AZ
0225	Universal Telcomm	UTI	D	Y	N	Y	AZ
0225	Universal Telcomm	UTI	Y	Y	Y	Y	TX
0789	National Services Co.	NAS	N	Y	N	Y	TX
1789	Telephone Services Inc.	TVS	Y	N	Y	N	AZ
5111	Regional Telephone Co.	RTC	A	N	Y	N	MO

LEC Contact Name: Janet Smith Telephone No.: 214-555-1234 Email: \_\_\_\_\_**Field Descriptions:**

- 1) **CIC**-A 4-digit Carrier Identification Code assigned by the North American Numbering Plan administration. Every CIC resident within the access provider's billing system should be reported.
- 2) **ENTITY** - The name of the company that has purchased access, usually shown in the Access Carrier Name field on the billing record.
- 3) **ACNA** - A 3-character Access Carrier Name Abbreviation as shown in the ACNA field on the billing record. Leave blank if no ACNA is provided.
- 4) **TRUNK ACCESS** - Indicates if FG B and FG D trunks are in service with the access provider (i.e., installed) by using the designations shown below. This information should be derived from the access provider billing system (e.g., CABS). Changes in FG B and FG D trunk access from the previous semi-annual report shall be indicated, using the designations shown below, only for **new** trunk access, or for a **complete disconnect** of trunk access.
- 5) **USAGE** - Indicates there are minutes of use for FG B and/or FG D with the access provider billing system using the designation Y = Yes or N = No. The actual minutes of use should not be reported. Indication of usage changes from the previous semi-annual report should be reported.
- 6) **LOCATION** - Refers to the state where the CIC has access as described in the Trunk Access field using standard 2-character postal codes (e.g., NJ). A separate line (i.e., record) should be provided for each state where the CIC has FG B or FG D trunk access.

**Trunk Access Designations:**

Y = FG B or FG D trunk access and no change from previous report

N = No FG B or FG D trunk access and no change from previous report

A = FG B or FG D trunk access activated since the previous report (i.e., new service)

D = All FG B or FGD trunk access disconnected since the previous report

## CIC Reports: Sample Entity Access/Usage Semi-Annual Report

Report for: 2H09Date: Jan 31, 1997Entity Name: LGR Co.

CIC <sup>1</sup>	ENTITY <sup>2</sup>	ACNA <sup>3</sup>	TRUNK ACCESS <sup>4</sup>		USAGE <sup>5</sup>		ACCESS PROVIDER <sup>6</sup>
			FGB	FGD	FGB	FGD	
0970	ABC Co.	ABC	D	Y	Y	Y	Access Provider name
1955	LGR, Inc.	LGR	Y	N	N	N	Access Provider name
1955	LGR, Inc.	LGR	A	N	N	N	Access Provider name

Contact Name: Michael BlakeEntity Address: 222 Main Street, Boston, MA 12234Telephone No.: 617-555-0199Fax No.: 617-555-0198

Email: \_\_\_\_\_

### Field Descriptions:

- 1) **CIC-A** 4-digit Carrier Identification Code assigned by the North American Numbering Plan administration. Information for all CICs held by the entity should be reported.
- 2) **ENTITY** - Name of entity that holds the CIC.
- 3) **ACNA** -A 3-character Access Carrier Name Abbreviation assigned to the entity requesting a CIC. Leave blank if no ACNA is provided.
- 4) **TRUNK ACCESS** - Indicates if FG B and FG D trunks are in service with the access provider (i.e., installed) using the designations shown below. Changes in FG B or FG D trunk access from the previous report shall be indicated, using the designations shown below, only for the **new** trunk access, or for a **complete disconnect of trunk** access.
- 5) **USAGE** - Indicates if there are minutes of use for FG B and/or FG D service using the designations, Y = Yes or N = No. Indication of usage changes from the previous semi-annual report should be reported.
- 6) **ACCESS PROVIDER** - Indicates all the access providers where access has been purchased for a particular CIC.

### Trunk Access Designations:

Y = FG B or FG D trunk access and no change from previous report

N = No FG B or FG D trunk access and no change from previous report

A = FG B or FG D trunk access activated since the previous report (i.e., new service)

D = All FG B or FG D trunk access disconnected since the previous report

## CIC Reports – Access/Usage Report Form

### Entity Access/Usage Report Form

**Report For:** [Click here to enter text.](#)

**Date:** [Click here to enter a date.](#)

**Entity Name:** [Click here to enter text.](#)

CIC	Entity	ACNA	Trunk Access <sup>20</sup>		Usage <sup>21</sup>		Access Provider
			FGB	FGD	FGB	FGD	
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							

<sup>20</sup> Y = Yes, N = No, A = Access activated since previous report (i.e., new service), D = All access disconnected since previous report.

<sup>21</sup> Y = Yes, N = No

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Click here to enter text.							
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**Contact Name:** Click here to enter text. **Entity Address:** Click here to enter text.

**Phone:** Click here to enter text. **E-mail:** Click here to enter text. **Fax:** Click here to enter text.

## CIC Reports – Access/Usage Report Form

### Access Provider Semi-Annual Access/Usage Report

**Report For Period:** [Click here to enter text.](#)

**Date:** [Click here to enter a date.](#)

**Access Provider:** [Click here to enter text.](#)

CIC	Entity	ACNA	Trunk Access		Usage		Access Provider
			FGB	FGD	FGB <sup>22</sup>	FGD <sup>23</sup>	
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							
<a href="#">Click here to enter text.</a>							

<sup>22</sup> Y = Yes, N = No, A = Access activated since previous report (i.e., new service), D = All access disconnected since previous report.

<sup>23</sup> Y = Yes, N = No

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Click here to enter text.							
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**Contact Name:** Click here to enter text. **Access Provider Address:** Click here to enter text.

**Phone:** Click here to enter text. **E-mail:** Click here to enter text. **Fax:** Click here to enter text.

## CIC Reports

### Sample B&C Clearinghouse Usage Report Form

Report for: 2H09Date: Jan 31, 2007Entity Name: LBC Co.

CIC <sup>1</sup>	B&C CLEARINGHOUSE <sup>2</sup>	ACNA <sup>3</sup>	B&C Activity <sup>4</sup>		B&C LEC AGREEMENT <sup>5</sup>
			FGB	FGD	
0123	ABC Co.	ABC	Y	Y	Qwest
0456	LBC, Inc.	LBC	N	N	Verizon
0456	LBC, Inc.	LBC	Y	Y	AT&T

Contact Name: John SmithEntity Address: 222 Main Street, San Antonio, TX 78222Telephone No.: 210-555-0199Fax No.: 210-555-0198Email: jsmith@LBC.com

#### Field Descriptions:

- 1) **CIC** – A 4-digit Carrier Identification Code assigned by the North American Numbering Plan administration. Information for all CICs held by the entity should be reported.
- 2) **B&C Clearinghouse** – The name of the B&C Clearinghouse that holds the CIC.
- 3) **ACNA** – A 3-character Access Carrier Name Abbreviation assigned to the entity requesting a CIC. Leave blank if no ACNA is provided.
- 4) **B&C Activity** – Indicates if FG B and FG D CIC codes are in use by the clearinghouse. Changes in FG B or FG D activity from the previous report shall be indicated, using the designations shown below, only for the **new** billing agreement, or for **discontinued** agreement.
- 5) **B&C LEC Agreement** – Indicates all the Access Providers where B&C agreements exist for a particular CIC.

#### B&C Activity Designation:

Y = B&amp;C Activity exists - no change from previous report

N = No B&amp;C Activity - no change from previous report

A = B&amp;C Activity initiated since the previous report (i.e., new service)

D = All B&amp;C Activity discontinued since the previous report



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enter text.		enter text.	enter text.	enter text.	
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**Contact Name:** Click here to enter text. **B&C Clearing House Address:** Click here to enter text.

**Phone:** Click here to enter text. **E-mail:** Click here to enter text. **Fax:** Click here to enter text.

**B&C Activity Designation:**

Y = B&C Activity exists - no change from previous report

N = No B&C Activity - no change from previous report

A = B&C Activity initiated since the previous report (i.e., new service)

D = All B&C Activity discontinued since the previous report