



To assist new service providers with requesting CO codes and thousands-blocks, NANPA recommends:

- ⇒ Reading the following INC guidelines located on the ATIS website at <https://www.atis.org/committees-forums/inc/documents/>:
 - Thousands-Block Number (NPA-NXX-X) & Central Office Code (NPA-NXX) Assignment Guidelines (TBCOCAG)
 - Location Routing Number Assignment Practices
- ⇒ Reviewing the Frequently Asked Questions (FAQs) located on the NANPA website www.nanpa.com under *Resources*.
- ⇒ Reading the *NAS User Guide for Service Providers and Service Provider Consultants* located on the NANPA website www.nanpa.com under *Resources*.
- ⇒ Reviewing the NANPA website www.nanpa.com, which provides information such as reports on CO codes and thousands-blocks, pooling status for each state, NPA and rate center; NANPA contact information and to other industry websites.

To request CO codes and thousands-blocks, 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 an OCN.

Below is the list of permitted Company Code Category Types that may request numbering resources directly from NANPA:

- Incumbent Local Exchange Carrier ILEC
- Regional Bell Operating Company RBOC
- Competitive Local Exchange Carrier CLEC
- Personal Communications Service PCS
- Unbundled Local Exchange Carrier ULEC
- Wireless Carriers WIRE
- Internet Provider Enabled Services IPES (only Interconnected VoIP)

To request CO codes and thousands-blocks, you must have a current Numbering Resource Utilization/Forecast (NRUF) on file. The information on how to file an NRUF may be found on the NANPA website www.nanpa.com under *NRUF*.

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 iconectiv® Number Portability Administration Center at 844- 820-8039 and npac@iconectiv.numberportability.com.

To access the NANP Administration System (NAS), you will need to register as a Service Provider user. To register, select *Register* from the NANPA website www.nanpa.com. For information on how to register, refer to the *NAS User Registration Guide for Service Providers and Service Provider Consultants* located on the NANPA website www.nanpa.com under *Resources*.

When requesting an initial CO code or thousands-block, you must upload in NAS evidence of certification and proof of facilities readiness as outlined in the TBCOCAG. When requesting a growth CO code, months to exhaust must be six (6) months or less and greater than 75% utilization. For information on how to complete requests for CO Codes and Thousands-Blocks in NAS, refer to the *NAS User Guide for Service Providers and Service Provider Consultants* located on the NANPA website www.nanpa.com under *Resources*.

When submitting a New CO Code, CO Code Modification or a CO Code Disconnect request to specify an Effective Date preference complete one of the following:

1) For an Effective Date of **52 calendar days** from when NANPA processes the request, select “*By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator’s processing time, however the request will still be processed in the order received.*” checkbox and leave the default requested Effective Date as is on the Part 1.

2) For an **Expedited Effective Date**, select “Yes” for “Request Expedited Treatment”:

- For an effective date of **45 calendar days** from the date NANPA processes the request *leave the default Requested Effective Date* and include one of the following:
 - Include a statement that “We are serving as our own AOCN and will waive [1-7] days to update BIRRDS” in the Expedited Explanation field; or
 - Upload a letter from your AOCN agreeing to waive their processing time.
- For an effective date of **30 calendar days** from the date NANPA processes the request *leave the default Requested Effective Date* and include one of the following:
- Include a statement that, “We are serving as our own AOCN and Tandem Operating Company and will waive [1-7] days to update BIRRDS” in the Expedited Explanation field; or
- Attach a letter from both your AOCN and Tandem Operating company agreeing to waive their processing time.

3) For an Effective Date **other than the default effective date**, enter the requested effective in the *Requested Effective Date* field.

Once a CO code has been assigned, routing and rating details must be entered into the Telcordia™ Business Routing & Rating Database System (BIRRDS).

When submitting a New Block, Block Modification, New ISP Block Port, ISP Block Port Modification, ISP Block Port Disconnect or Block Disconnect request in PAS, to specify an Effective Date preference complete one of the following:

1) For an Effective Date of **24 calendar days** from when NANPA processes the request, select *“By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator’s processing time, however the request will still be processed in the order received.”* checkbox and the leave the default requested Effective Date as is on the Part 1A.

2) For an **Expedited Effective Date**, select “Yes” for “Request Expedited Treatment”:

For an effective date of 8 business days or 9 calendar days, from the date NANPA processes the request leave the default Requested Effective Date.

NOTE: For a new block request when you are applying for more than 1 block and you would like some of the blocks expedited but not all blocks you will not select the “Yes” for expedite. Instead, state in the “Remarks” section “Expedite block 1” or state whichever block you would like expedited since if all blocks on the specific application are not all expedited than your request may not be marked as an expedite.

3) For an Effective Date other than the default effective date, enter the requested effective in the Requested Effective Date field.

Once a thousands-block is assigned, routing and rating details must be entered into the Telcordia™ Business Routing & Rating Database System (BIRRD).