

## Code Administrator's Guide Part 1 – Required Fields

Part 1		Type of Request			
Section	Data Item	Initial	Growth	Change	Disconnect
1.1	Code Applicant Name				
	Company/Entity Name <sup>1</sup>	RC	RC	RC	RC
	Headquarters Address	R	R		
	City, State, ZIP	R	R		
	Contact Name	R	R	R	R
	Contact Address				
	City, State, ZIP				
	Phone	R	R	R	R
	Fax	R	R	R	R
	E-mail				
	(NANPA) Code Administrator Name				
	Address				
	City, State, ZIP				
	Phone				
	Fax				
	E-mail				
1.2	NPA	RC	RC	RC	RC
	NXX <sup>2</sup>			RC	RC
	LATA	R	R		
	OCN <sup>3</sup>	RC	RC	RC	RC
	Parent Company OCNs	R	R		
	Switching Identification <sup>4</sup>	RC	RC	M	
	Locality/City/Wire Center <sup>5</sup>	RC	RC	M	
	Rate Center <sup>6</sup>	RC	RC	M	
	Home Tandem Operating Co.	R	R	M	
	Tandem Homing CLLI <sup>TM7</sup>	RC	RC	M	

<sup>1</sup> Company/Entity Name must agree with OCN.

<sup>2</sup> Company requesting change or disconnect must be authorized to make the change or disconnect on the NXX listed.

<sup>3</sup> OCN must agree with Company/Entity Name and with LERG.

<sup>4</sup> Specified CLLI code must be 11 characters in length.

<sup>5</sup> This is checked only when a Rate Center is split along municipal boundaries

<sup>6</sup> The rate center must be within the specified NPA.

<sup>7</sup> Specified tandem CLLI must be 11 characters in length

1.3	Date of Application				
	Requested Effective Date				
1.4	Type of company requesting code	R	R		
	Type of service	R	R		
	Code assignment preference				
	Codes that are undesirable				
	Type of change <sup>8</sup>			RC	
1.5	Type of request				RC
	Pool Indicator				
1.6	NPA jeopardy criteria apply				
1.7	Code request for new service				

Legend:

R – Item is required to be filled in.

C – Code administrator checks content as explained in the attached footnotes.

M – Data must be provided if the request is to change this attribute.

NOTE: The Part 1 form should be completed as specified in the Central Office Code Assignment Guidelines

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<sup>8</sup> Specify the type of change. The NXX to be changed must be specified on the Part 1. Also, the particular attribute to be changed must be specified in the appropriate field on the Part 1.