

**MIN  
BLOCK  
IDENTIFIER  
(MBI)**

**ASSIGNMENT  
GUIDELINES  
AND  
PROCEDURES**

**Cellular Telecommunications & Internet Association (CTIA)**

**Version: 1.40**

**April 25, 2003**

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## 1 PURPOSE AND SCOPE

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The purpose of this document is to provide guidelines and procedures for the assignment and use of Mobile Identification Numbers (MIN) Block Identifiers (MBIs) for Commercial Mobile Radio Service (CMRS) providers who are licensed, or equivalent, to provide service in the countries in the North American Numbering Plan (NANP) area. The MIN is a 10-digit NANP-like number. It is divided into a 6-digit prefix, known as the MIN Block Identifier (MBI) followed by a 4-digit Mobile Subscriber Number (MSN). While these assignment guidelines define all segments of the MIN, the MBI Administrator will be responsible for assignment of the MIN Block Identifier (MBI) segment. One MBI provisions up to 10,000 subscribers. The Mobile Subscriber Number (MSN) segment is directly administered by the entity to which the MBI is assigned. Therefore, these guidelines pertain to the assignment of the MBI within the MIN.

For the purpose of these assignment guidelines, CMRS providers include wireless network licensees that provide cellular service, Personal Communication Services (PCS), Enhanced Specialized Mobile Radio (ESMR), or Mobile Satellite Services (MSS) licensed by their appropriate regulatory authorities. These guidelines apply throughout the NANP, but do not supersede the regulations, procedures or requirements of appropriate legal or regulatory authorities.

This document represents consensus agreements among members of the North American wireless industry. Proprietary implementations of the MIN are outside the scope of these guidelines.

These guidelines do not cover the assignment of International Roaming MINs (IRM) which are allocated by the International Forum for ANSI-41 Standards Technology (IFAST) and can be obtained by contacting the IFAST Chairman or the IFAST Secretariat (see Annex D).

These guidelines also do not cover the assignment of Mobile Directory Numbers (MDNs) or NPA-NXXs of the North American Numbering Plan (NANP). These assignments are made pursuant to the Industry Numbering Committee (INC) Central Office Code (NXX) Assignment Guidelines.

These guidelines generally apply to the administration of MBIs after Grandfathering is accomplished. For existing CMRS providers throughout the NANP Grandfathering is a prerequisite to the establishment of the MBI process described herein. Existing CMRS providers should refer to Annex E Grandfathering.

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## 2 BACKGROUND

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The MIN is the identifier that was first used by "AMPS" (Advanced Mobile Phone System) cellular systems, as defined by TIA/EIAIS-3 (now ANSI TIA/EIA-553), and since adopted by most TIA cellular and PCS standards that contain an "AMPS" compatibility mode (e.g. ANSI-41 "AMPS", IS-88 "NAMPS", IS-54 and IS-136 "D-AMPS" and IS-95 "CDMA").

Prior to the separation of MIN and MDN, AMPS, CDMA, TDMA service providers perform registration, call processing, provisioning, customer care and billing based upon a single number---the MIN. Traditionally, the MIN has also been programmed by service providers within the NANP serving area as the 10-digit Mobile Directory Number (MDN).

Given changes in the administration of the NANP, the wireless industry finds it necessary to administer MINs separately to meet its unique requirements. Additionally, with the advent of capabilities such as Number Portability and Number Pooling, separation of the MDN and MIN is necessary.

In a post-separation environment, mobile subscribers will require two types of numbers: a Mobile Directory Number (MDN) and a Mobile Station Identifier (MSID). The MDN will be the dialable NANP telephone number and will be portable in a service provider portability environment. The MSID will be non-portable and non-dialable. MSID can take the format of a 15 digit International Mobile Station Identifier (IMSI) or a 10-digit MIN. This document addresses the administration of the 6-digit MBI associated with the 10-digit MIN format MSID.

In a number pooling environment, a new AMPS, TDMA or CDMA subscriber's MIN and MDN may not match. In a number portability environment, existing AMPS, TDMA and CDMA subscribers not yet ported will most likely have the same number for both the MIN and MDN. When a subscriber ports, the MDN and MIN become separate and distinct. The ported subscriber's MDN will remain unchanged and port with the subscriber. The donor network will retain the MIN originally assigned to the ported subscriber. The subscriber will receive a new MIN from the recipient network. The donor network can reuse the relinquished MIN for another subscriber. In a post-separation environment, the same number may be used for a MDN in one network and a MIN in another network.

Conservation and control of MBIs within the NANP area will avoid conflicts with existing NANP area MBI assignments. Adherence to these guidelines will ensure the allocation of this resource in the most efficient and impartial manner.

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### **3 MIN FORMAT AND FUNCTION**

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- 3.1 The MIN format and function are based on ANSI TIA/EIA-553.
- 3.2 Each MIN uniquely identifies the Mobile Station and the home wireless network of the Mobile Station.
- 3.3 The MIN enables Mobile Stations to roam among wireless networks, by providing a uniform and unique home wireless network and Mobile Station identification that is recognizable by MIN-based wireless networks. When transmitted between visited and home wireless networks, the MIN enables the exchange of subscription and billing information for the visiting Mobile Station.

Specifically, the MIN is used for:

- Identification of the Mobile Station’s home wireless network,
- Mobile Station identification, when information about a specific Mobile Station is to be exchanged between visited and home wireless networks,
- Mobile Station identification on the radio control path for base-to-mobile and mobile-to-base communication,
- Identification of the visiting Mobile Station to allow for charging and billing, as well as provisioning of enhanced services, and
- Subscription management, i.e. retrieving, providing, changing, and updating subscription data for a specific mobile subscriber.

3.4 International roaming with the MIN is not presently guaranteed as the MBI resource is allocated within the NANP serving area, and does not include a country code identifier to distinguish between MINs, which may be allocated outside of the NANP serving area.

3.5 The MDN-based format of the MIN in the NANP serving area prior to application of these guidelines generally<sup>1</sup> was:

NPA NXX XXXX	10 digits
Where	Identifies
NPA	The area code (NPA) of the mobile's home system
NXX	the central office code
XXXX	the mobile 'line' number

Where "N" represents any digit 2-9 and "X" represents any digit 0-9.

<sup>1</sup> There are some MINs in use in wireless networks in the format 0/1XX NXX XXXX and NXX 0/1XX XXXX.

3.6 The format of the MSID as MIN defined by these guidelines is:

MBI MSN	10 digits
Where	Identifies
MBI	The MIN Block Identity (6 digits = NXXNXX)
MSN	Mobile Subscriber Number (4 digits = XXXX)

Where "N" represents any digit 2-9 and "X" represents any digit 0-9.

3.7 The functionality of the MBI is equivalent to the functionality of the Home Network Identifier (HNI) within the IMSI (in the NANP serving area) for domestic and international routing purposes. (i.e., allowing for 6-digit analysis to uniquely identify a service provider.)

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#### **4 ASSUMPTIONS AND CONSTRAINTS**

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- 4.1 These guidelines and procedures should provide the greatest latitude to wireless network licensees, while permitting the effective and efficient management of a finite resource.
- 4.2 The entity performing the function of the MBI Administrator can be found in Annex D.
- 4.3 The Administrator will be responsible for day to day activities, but will report to the MBI Oversight Council for handling of exceptional circumstances and when these guidelines appear to be in need of revision.
- 4.4 The Administrator has the authority to allocate the wireless industry's MBI resource within the NANP serving area in conformance with the assignment guidelines.
- 4.5 For the purpose of these assignment guidelines, CMRS providers include wireless network licensees that provide cellular service, Personal Communication Services (PCS), Enhanced Specialized Mobile Radio (ESMR), or Mobile Satellite Services (MSS) licensed by their appropriate regulatory authorities.
- 4.6 These guidelines apply throughout the United States, but do not supersede the regulations, procedures or requirements of appropriate legal or regulatory authorities.
- 4.7 These guidelines are based on the definition of MIN found in ANSI TIA/EIA-553.

- 4.8 A fee based cost recovery model will be used.
- Initially all US Assignees will have to pay a non-recurring charge per MBI that is grandfathered. This non-recurring/non-refundable charge will allow for start-up fees for MBI administration. This non-recurring/non-refundable charge will be collected by the MBI Administrator from all MIN-based providers who grandfather MBIs.
  - Non-Recurring/non-refundable charges will be levied per application for a Service Account and Sub-account, on a per Service Account/Sub-account basis.
  - Non-Recurring/non-refundable charges will also be levied per application for new MBIs, on a per MBI basis.
- 4.9 In NPA split situations, if the wireless licensee changes their Mobile Directory Numbers (MDNs), the Mobile Identification Numbers (MINs) would remain the same, and only the MDNs would change. If an NPA-NXX combination becomes available for assignment as an MDN in the old NPA, that corresponding MIN block should already show up in the MBI Administrator's database as "assigned" and the corresponding MBI should not be assigned to a different carrier. Note: This could result in a situation where a central office code is open for assignment where the corresponding MBI is already assigned and in use. A non-LNP capable wireless service provider has the responsibility to check whether a new central office code has a previously assigned MBI. If so, a new central office code assignment will be necessary.
- 4.10 Grandfathering See Annex E<sup>2</sup>
- 4.11 Because a Temporary Local Directory Number (TLDN) is used in the Public Switched Telephone Network (PSTN), it will be necessary for carriers to continue to assign NANP numbers from their assigned Mobile Directory Number inventory.

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<sup>2</sup> An MBI may be shared when Grandfathering MIN blocks. MBI sharing occurs when two wireless carriers have been allocated different portions of the same block of 10,000 MINs. Allowances will be made to grandfather shared MIN blocks if necessary, however, this procedure is discouraged. After the Grandfathering Date, assignment of shared MIN blocks will not be allowed.

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## **5 APPLICATION AND ASSIGNMENT PRINCIPLES**

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The application and assignment principles defined below allow wireless network licensees the greatest possible latitude in providing wireless users the widest possible roaming capabilities.

- 5.1 MINs, MSNs and MBIs shall be assigned to permit the most effective and efficient use of the finite resource in order to maximize the existing allocated resource inventory.
- 5.2 MBIs will be assigned in a fair, timely and impartial manner to any Applicant that meets the criteria for assignment.
- 5.3 MINs are a public resource. The assignment of an MBI, and therefore the MINs within the MBI, does not imply ownership of the resource by either the Assignee or by the Administrator. Consequently, the resources cannot be sold, brokered, bartered, or leased by the Assignee for a fee or other consideration.
- 5.4 MBIs are to be assigned and used only for wireless systems that utilize the MIN identifier in their radio and network interface standards.
- 5.5 Information that is requested of Applicants in support of an MBI application shall be uniform.
- 5.6 Assignment of shared MBIs or MIN Blocks will not be allowed in accordance with section 4.10.
- 5.7 Applications for an MBI will be rejected if the application is deficient.
- 5.8 MINs are assigned by wireless network operators to their subscribed Mobile Stations. A MIN is unique to a single Mobile Station, but a Mobile Station may have multiple MINs.
- 5.9 An entity which is denied an MBI assignment or extension under these guidelines has the right to appeal that decision (Section 10).
- 5.10 Should an Assignee transfer control of a wireless license, then transfer of the assigned MBI(s) to the new license owner is permissible only if the entire MBI is being transferred.
- 5.11 Non-Recurring charges will be levied upon application for new MBIs, on a per MBI basis.
- 5.12 Service providers who offer services in conjunction with CMRS licensed providers are those that offer services using mobile terminals that operate in the spectrum assigned to the licensed CMRS provider. These service providers are eligible to use MINs but must have an established business relationship with the CMRS provider who acts as their agent for obtaining the MBI assignment and assigns the MINs accordingly. The MBI is shown in the Administrator's records as assigned to the CMRS provider who acts as the agent.

- 5.13 The MBI Administrator must not assign the corresponding MBIs for unassigned central office codes, due to the need for non-Local Number Portability (LNP) capable CMRS service providers to have MBIs that correspond to their MDNs.
- 5.14 Non-LNP capable wireless service provider must ensure, through the MBI Administrator, that they are assigned the MBI that corresponds to their newly assigned NPA NXX. Along with the MBI assignment application (Form B), the wireless service provider will be required to submit a copy of the “Part 3” that the North American Numbering Plan Administrator (NANPA) provided the carrier on the central office code assignment.
- 5.15 The MBIs corresponding with NPA codes and central office codes outside the United States and Puerto Rico, but within the NANP, are not available for assignment by the MBI Administrator because of the potential roaming conflicts.

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## 6 CRITERIA FOR MBI ASSIGNMENT

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These assignment criteria are to be met by the Applicant in filing an application, and will be used by the Administrator in reviewing and processing an MBI application:

- 6.1 The Applicant must be, and Certify that it is, the holder of a wireless license under which an MBI is requested. (See *Form A - MBI Service Account Registration*)
- 6.2 MBIs are requested by and assigned to an Applicant on a per Service Account or Sub-account basis. Each service provider uniquely defines the scope of a Service Account; e.g. geographic area, group of geographic areas, service, function, etc.
- 6.3 A wireless service provider may request supplementary MBI resources for a given Service Account or Sub-account, upon reaching a Utilization Rate of at least 60% of its total MINs, within that Service Account or Sub-account. "Utilization Rate" is defined as the percentage of MINs that are either assigned to active mobile units or are being aged in the service provider's inventory for a given Service Account or Sub-account divided by the total number of MINs in that Service Account or Sub-account. If Sub-accounts do not exist, the Utilization Rate will be calculated at the Service Account level.
- 6.4 A wireless service provider may also request supplementary MBI resources for a given Service Account or Sub-account, even if it has not reached the minimum Utilization Rate. This can occur if the service provider has a bona fide<sup>3</sup> need for resources based on the introduction of new service offerings, definitive plans to expand geographic service areas, or similar business needs. Between September 3, 2002 and November 24, 2002 an exception to the 60% utilization requirement for a Form B application will be made if the MBI requested is to satisfy a matching central office code assignment.
- 6.5 An MBI will only be assigned by the Administrator upon receipt and approval of a completed *Form B - MBI Application*.
- 6.6 A service provider must activate the initial MIN out of the assigned MBI by the Implementation Date specified in the MBI Request application. The Implementation Date of a new MBI must be set to at least 30 days but not to exceed 90 days from the date the MBI is requested. **It is strongly recommended that the maximum amount of days is taken when specifying the Implementation Date.**
- 6.7 If the current Implementation Date of an MBI cannot be met, the Assignee can apply for an extension based on a bona fide<sup>4</sup> business requirement supported by

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<sup>3</sup> The Administrator has the authority to determine a bona fide need or business requirement. If the Administrator is in doubt or if the Applicant objects to the decision of the Administrator, they may escalate to the MBI Oversight Council. Under this situation, a decision on the application can be *postponed* until a resolution is reached by the MBI Oversight Council. Current rules allow for bona fide exceptions for new service offerings, definitive plans to expand a wireless geographic service area, or for an acquisition.

credible evidence. An extension can be up to 90 days from the current MBI Implementation Date. There can be a maximum of two Implementation Date extensions for up to a total 180 days from the date of MBI Assignment. A single extension can be up to 90 days from the current MBI Implementation Date.

**7 MIN BLOCK IDENTIFIERS (MBIs) NOT AVAILABLE FOR ASSIGNMENT**

- 7.1 MIN Block Identifiers of the format 0XX-XXX and 1XX-XXX (200,000 MBIs) are reserved to be assigned by the International Forum on ANSI-41 Standards Technology (IFAST) although some of these MINs have been assigned for specific services in the past. These service assignments will continue to be valid, and will be flagged by MBI Administration. 0XX and 1XX MBIs will be excluded from assignment in these guidelines.
- 7.2 Non-NANP MIN Block Identifiers of the format NXX-0XX and NXX-1XX have never been assigned as Mobile Directory Numbers. Because they have been used by many systems to facilitate international roaming, they will be reserved and excluded from assignment.
- 7.3 Some MIN Block Identifiers are defined as "Troublesome Central Office Codes" (24,800 MBIs) in ANSI TIA/EIA-553. MINs from some sub-ranges of these blocks should not be programmed in mobiles with an "AMPS" compatibility mode. These MINs contain bit patterns, which may produce minor degradations in analog control channel access. These MBIs, listed in Annex A, will also be reserved and excluded from assignment. This removes another 24,800 MBIs. (see Annex E regarding Grandfathering and the allocation of troublesome MBIs). If a wireless carrier specifically requests an MBI in the range of a troublesome MBI, it can be allocated by the Administrator. If any of these codes are to be allocated as an MBI, the carrier requesting the code will be required to provide the MBI Administrator written notice that it agrees to assume full responsibility for and accept all liability arising out of its use of the troublesome MBI. The carrier must also include in the notice an agreement to indemnify and hold the MBI Administrator harmless from and against any claims arising out of the troublesome MBI. The notice must be received before the MBI will be assigned (see Annex B).
- 7.4 MIN Block Identifiers of the format NXXNXX that correspond to central office codes in non-geographic NPAs will not be assigned as MBIs. MIN and MDN separation is only required for resources subject to number pooling and number portability, and the designated use of these NPAs may change. These excluded MBIs are:

456NXX	Inbound International
500NXX	Personal Communications Service
600NXX	Canadian Services

700NXX	Interexchange Carrier Services
710NXX	US Government (Government Emergency Telecommunications Systems or GETS)
800NXX	Toll-Free
866NXX	Toll-Free
877NXX	Toll-Free
880NXX	Paid Toll-Free Service
881NXX	Paid Toll-Free Service
882NXX	Paid Toll-Free Service
888NXX	Toll-Free
900NXX	Premium Services

As additional non-geographic NPAs are assigned, this list may need to be revised.

- 7.5 Other MBIs corresponding to directory numbers that are not allocated as Mobile Directory Numbers *will* be available for assignment as MBIs. However, based upon a request from the National Emergency Number Association (NENA) the 911NXX and the NXXN11 MBIs will be reserved through 2004. All other N11NXX MBIs will be available for assignment.

7.5 The total number of MBIs that are available for allocation can be calculated as:

	<b>MBI Block Format</b>	<b>Number of MBIs</b>	<b>MINs Available</b>
<b>Total MBIs</b>	XXX XXX	1,000,000	10,000,000,000
<b>MBIs Unavailable for Assignment:</b>			
<b>IFAST IRM blocks</b>	0/1XX XXX	-200,000	
<b>Non-NANP central office codes</b>	NXX 0/1XX	-160,000	
<b>Troublesome central office codes</b>	see Annex A	-24,800	
<b>Central office codes in non-geographic NPAs<sup>4</sup></b>	NXX NXX	-10,400	
<b>MBIs Available for Assignment</b>		604,800	6,048,000,000

Thus, 604,800 MBIs are available for allocation, providing over 6 billion distinct MINs.

## **8 RESPONSIBILITIES OF MBI APPLICANTS AND ASSIGNEES**

Entities requesting MBI assignments and entities already assigned one or more MBIs shall comply with the following:

- 8.1 Applicants and Assignees must meet all conditions specified in these guidelines. It is the responsibility of the Applicant to obtain the most current copy of the guidelines from the Administrator, which can be located at <http://www.mbiadmin.com>. Copies of all required forms are included in Annex B of these guidelines.<sup>5</sup>
- 8.2 All Assignees and Applicants of MBI resources are required to establish one or more Service Accounts with the MBI Administrator by completing *Form A - MBI Service Account Registration*. No assignments or Grandfathering will occur without such a Service Account. No Service Account will be established until the account setup fees for MBI administration are paid (both for accounts and Sub-accounts) and User Agreements

<sup>4</sup> See Section 7.4 for a list of these non-geographic NPAs.

<sup>5</sup> Applications may be submitted through the MBI Web Site or the applications specified in Annex B can be used.

are signed. Reclamation and reassignment of currently utilized MBI resources will occur if these fees remain unpaid.

- 8.2.1 Each wireless service provider uniquely defines the scope of a Service Account or Sub-account; e.g. geographic area, group of geographic areas, service, function, etc. The scope of the account is maintained solely by the service provider but is available to the Administrator should an audit occur.
- 8.2.2 Each wireless service provider who Grandfathers MBIs must associate each MBI with a Service Account or Sub-account per the Grandfathering process in Annex E.
- 8.2.3 After a wireless service provider establishes a Service Account, it can be divided into multiple Service Accounts and/or Sub-accounts or combined with other Service Account(s) or Sub-accounts at the discretion of the service provider for a fee.
- 8.2.4 Wireless service providers shall follow the responsibilities for the Grandfathering process as detailed in Annex E.
- 8.3 Once accounts are established with the MBI Administrator (see section 8.2 above) applications must be submitted for new MBIs using *Form B - MBI Application* only after the Grandfathering period has ended.
- 8.4 The MBI Administrator will make every attempt to identify those MBIs that qualify for Grandfathering. If there are any discrepancies in the MBI Administrator's list, the Assignee will be required to submit *Form C - MBI Grandfathering Notification Exception Report*, within the timeframe established in Annex E.
- 8.5 Assignees shall:
  - 8.5.1 Assign and efficiently manage the MINs associated with the assigned MBI and maintain up-to-date and accurate assignment records that associate MINs to MDNs. These records are required for audit purposes.
  - 8.5.2 Activate a MIN within the MBI by the Implementation Date. Refer to sections 6.6 and 6.7 for implementation timeline instructions.
  - 8.5.3 Inform the Administrator of changes in the information associated with a MBI assignment by using *Form D – Request for Change in MBI Assignment Information*. Changes may occur because of the transfer of an MBI to another Service Account or Sub-account within a company, or through merger or acquisition, to a different wireless service provider's network. Both the initial Assignee and the recipient of a MBI involved in a transfer occurring through merger, acquisition or other means must inform the Administrator 10 business days before such a change takes effect. Any liability associated with not informing the Administrator of transferred MBIs is the responsibility of the recipient.

- 8.5.4 Participate in the MBI audit and reclamation process.
- 8.5.5 Apply to the Administrator for an extension, using Form D - Request for Change in MBI Assignment Information, if the Implementation Date cannot be met and the MBI is still required.
- 8.5.6 Return to the Administrator, using *Form E – MBI Assignment Return*:
- Any MBI no longer needed for the provision of wireless services,
  - Any MBI not activated before or on the implementation date, including an extension, if any, or
  - Any MBI not used in conformance with these assignment guidelines
- 8.6 Non-LNP capable wireless service providers must ensure, through the MBI Administrator, that they are assigned the MBI that corresponds to their newly assigned NPA NXX. Non-LNP capable wireless service providers will be required to use the “specify an MBI” on Form B assignment request to match the MBI to the NPA-NXX assigned by the central office code administrator. If the NPA-NXX is a recent assignment, the NANPA Part 3 will need to accompany the MBI application.

## **9 RESPONSIBILITIES OF THE MBI ADMINISTRATOR**

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The role of the MBI Administrator is to manage the portion of the MBI resource that has been defined as available for assignment and to directly administer the MBI segment of the MIN.

- 9.1 The Administrator will:
- 9.1.1 Assign MBIs on a first come, first served basis from the available pool of unassigned MBIs according to whether the service provider is LNP capable or non-LNP capable. Refer to 5.13 and 5.14.
- 9.1.2 Make all assignments based on the procedures in these guidelines and assign a Service Account number.
- 9.1.3 Activate service provider Service Accounts and Sub-accounts, if desired, for initial MBI assignments.
- 9.1.4 Treat sensitive information received from Applicants as proprietary and confidential, and not to be shared with non-Administrator personnel.
- 9.1.5 Respond to the Applicant within 10 business days of receipt of a form or other correspondence.

- 9.1.6 Develop, implement and maintain the MBI Administration Web site. Access to the Web site will be restricted to those entities with a current account with the Administrator.
  - 9.1.7 Develop, implement and maintain a system in support of the MBI administration function.
  - 9.1.8 Provide to the industry general and specific information on the MBI Assignment Guidelines and Procedures.
  - 9.1.9 Provide paper or electronic copies of these guidelines and forms to Applicants and Assignees, and assist them in completing the required forms.
  - 9.1.10 Attend and represent MBI Administration at MBI Industry Forums or meetings at the direction of the MBI Oversight Council.
  - 9.1.11 MBI Administrator must monitor the assignment of central office codes on an ongoing and timely basis. By monitoring the assignment of central office codes, the Administrator will know what resources are available as assignable MBIs.
  - 9.1.12 The MBI Administrator must not assign the corresponding MBIs for unassigned central office codes, due to the need for non-LNP capable CMRS service providers to have MBIs that correspond to their MDNs.
  - 9.1.13 The MBIs corresponding with central office codes outside the United States and Puerto Rico are not available for assignment by the MBI Administrator because of the potential roaming conflicts.
  - 9.1.14 The Administrator will notify the industry of any returned or reclaimed MBIs on a timely basis.
- 9.2 The Administrator will review and process MBI applications as follows:
- 9.2.1 Review the application to determine if all required information is provided and accurate.
  - 9.2.2 Inform Applicants of the status of their requests using Form Y – MBI Application Disposition. There are four possible dispositions: approved, denied, postponed, or suspended. Notify the Applicant in writing of the disposition within ten working days from receipt of Form A, Form B, or Form C. The response will include:
    - If assigned, the specific MBI assigned and the Service Account or Sub-account number,
    - If denied, the reasons for denial and instructions on how and where to appeal the decision,
    - If postponed, the latest date at which a decision on the application will be made,

- If suspended, the specific information required.

9.3 Use the following MBI assignment procedures:

- 9.3.1 The Administrator shall assign the MBI requested by the Applicant per 5.13, 5.14, and 5.15. Although Forms B and C only allow one MBI format to be specified, Applicants can attach a list of preferred MBI codes, if desired.
- 9.3.2 Otherwise, the lowest numbered MBI available will be assigned.
- 9.3.3 The Administrator will not make shared assignments within an MBI.
- 9.3.4 The Administrator will not reassign a reclaimed or returned MBI for at least the required ninety (90) day Aging Period. This ninety (90) day period is provided to enable all service providers to accomplish technical and business procedures appropriate to the reclamation or return of an MBI.

9.4 Maintain accurate and current MBI assignment records by performing the following tasks:

- 9.4.1 Update the records as required to respond to requests for changes in assignment information reported by Assignees.
- 9.4.2 Respond to these requests within ten working days using *Form Z – Confirmation of Change of MBI Assignment Information*.
- 9.4.3 Track and maintain a list of assigned MBIs. The list will include the MBI number, the wireless network licensee, Service Account, the Grandfathering Date or Implementation Date (whichever is applicable) and the entity contact with telephone number.
- 9.4.4 Track the total number of MBIs assigned and the assignment rate and report this data regularly to the MBI Oversight Council and to other organizations via the official MBI Administration Web site.
- 9.4.5 Provide up-to-date reports of assigned and available MBIs via the official MBI Administration Web site
  - On a wireless service provider basis, and
  - Of the entire inventory of MBIs.

9.5 The Administrator will track and monitor MBI assignments and assignment procedures to ensure that MBIs are being used in an efficient and effective manner. Ongoing Administrator procedures that foster Conservation shall include, but not be limited to, the following:

- Perform active reclamation process to reclaim unused or misused MBIs,

- Strict conformance with these guidelines,
  - Appropriate and timely recommendations to the MBI Oversight Council for modifications to these guidelines, if they are found to result in inefficient use or assignment of MINs and MBIs.
- 9.6 At the determination of the MBI Oversight Council, the MBI Administrator may be requested to perform assignment audits. This requirement is not considered to be the ongoing responsibility of the MBI Administrator unless agreed to by the MBI Oversight Council. The MBI Administrator may recommend to the MBI Oversight Council that a specific audit be performed. See Annex F for future potential auditing process. This annex is not an integral part of the guidelines.
- 9.7 Inform the NANP area wireless telecommunications industry, via the MBI Administrator Web site, of any approved revisions to these guidelines.
- 9.8 Inform MBI Oversight Council of recommended changes to the guidelines based on experience using the present version of the guidelines.
- 9.9 Coordinate MBI assignments with similar organizations in other countries in the NANP area, as appropriate, to the extent allowed by these guidelines, subject to relevant laws and regulations.
- 9.10 Place returned MBIs in the unavailable pool for the Aging Period, and then return them to the available pool. (Refer to Section 9.3)
- 9.11 Coordinate with the appropriate industry bodies, MBIs that have been Grandfathered in the IFAST IRM MBI block range to ensure that records are complete and prevent duplicate assignments.
- 9.12 Comply with audit requests from the MBI Oversight Council to ensure that the Administrator is in compliance with current guidelines and procedures.
- 9.13 Maintain the records and files of all activities related to the MBI Oversight Council and the Administrator, including appeals process.
- 9.14 The Administrator shall follow the responsibilities for the Grandfathering process as detailed in Annex E.

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## **10 APPEALS PROCESS**

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Disagreements may arise between the Administrator and Applicants or Assignees in the context of the administration and management of MBIs and the application of these guidelines. In all cases, the Administrator and Applicants or Assignees will make reasonable, good faith efforts to

resolve such disagreements among themselves, consistent with the guidelines, prior to pursuing any appeal. Appeals may include, but are not limited to, one or more of the following options:

- With regard to the administration of MBIs, the Applicant or Assignee will have the opportunity to resubmit the matter to the Administrator with additional information for reconsideration.
- Issues referred to the Administrator, but not resolved to the satisfaction of the Applicant, Assignee or Administrator may be referred to the MBI Oversight Council for final resolution.

The Administrator will keep reports on any resolution resulting from the above options on file, the content of which will be mutually agreed upon by the involved parties (See Section 9.12). At a minimum, the report will contain the final disposition of the appeal (e.g. whether or not an MBI was assigned).

Guideline interpretation, clarification, or MBI management questions, associated with an appeal, will be referred by the Applicant/Assignee or the Administrator to the MBI Oversight Council for final resolution. Unless otherwise mutually agreed to by the parties, these questions will be submitted in a generic manner protecting the identity of the appellant. All documentation resulting from these activities will be kept on file by the Administrator (Refer to Section 9.12).

## **11 MAINTENANCE OF THESE GUIDELINES**

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It may be necessary to modify the Guidelines periodically to meet changing and unforeseen circumstances. The need for such modifications may be identified by the Administrator or any wireless entities/forums operating within the area covered by the NANP. Questions regarding the maintenance of these Guidelines or requests for modifications should be directed to MBI Oversight Council. These questions or requests for modifications will be processed in conformance with the procedures developed by the MBI Oversight Council. All documentation resulting from these activities will be kept on file by the Administrator (Refer to Section 9.12).

**12 DEFINITIONS AND ACRONYMS**

<b>Term</b>	<b>Definition</b>
Administrator	In this document, this term refers specifically to the MBI Administrator. Administrator contact information can be found in Annex D.
Aging Period for MBIs	The period of time during which a returned or reclaimed MBI cannot be reassigned by the MBI Administrator. The MBI Administrator must age any returned or reclaimed MBIs for 90 calendar days.
Aging Period for MINs	The period of time during which a previously Assigned MIN in a service provider's inventory is not available for assignment to another mobile unit.
AMPS	Advanced Mobile Phone Systems. Used to informally refer to the TIA family of radio interface standards, particularly ANSI TIA/EIA -553 analog cellular, and supporting network standards (such as ANSI TIA/EIA-41).
Applicant	In this document, this term refers specifically to the entity, which has applied for an MBI, but not yet been granted or denied the resource.
Assigned MIN	A MIN (a) working in the wireless network under a specific customer agreement for that customer's current use, or (b) not yet working but has a valid customer service order pending.
Assignee	In this document, this term refers specifically to the entity to which an MBI has been assigned.
CDMA	Code Division Multiple Access. One form of digital wireless service. CDMA systems based on the TIA IS-95 standard generally include an AMPS analog compatibility mode.
Certify	To confirm, through a formal statement, that information is true, accurate, and complete to the best of one's knowledge.
Conservation	See "MBI Conservation"
CTIA	Cellular Telecommunications & Internet Association

<b>Term</b>	<b>Definition</b>
Grandfathering	<p>The retention of Mobile Identification Numbers (MINs) that are the same as the wireless service provider’s assigned Mobile Directory Numbers (MDNs). Grandfathering will occur for the service provider between May 15, 2002 and August 19, 2002.</p> <p>For additional details on Grandfathering, see Annex E.</p>
Grandfathering Date	The date that establishes the confirmed Grandfathered MBI database, which is September 3, 2002: .
Home Location Register (HLR)	A network element that stores identity (including MIN and MDN), validation and profile information for mobile subscribers and terminals.
Home Network Identifier. (HNI)	The segment of a US/Canadian IMSI that contains the Mobile Country Code and the Mobile Network Code of the wireless service provider.
Home wireless network	The network in which the mobile user is subscribed and from which a visited network obtains authorization for service.
IFAST	International Forum on ANSI-41 Standards Technology
Implementation Date	The deadline by which a service provider must assign and activate an initial MIN within the MBI to a wireless end user. Refer to sections 6.6 and 6.7.
International Mobile Subscriber Identity (IMSI)	The IMSI is a string of decimal digits, up to a maximum of 15 digits, that identifies a unique mobile terminal or mobile subscriber internationally. The IMSI consists of three fields: the MCC, the MNC, and the MSIN.
International Roaming MIN (IRM)	A 10-digit MIN, starting with 0 or 1, allocated by IFAST.
MIN Block Identifier (MBI)	The first 6 digits of a block of 10,000 MINs, used to uniquely identify a wireless service provider.
MBI Administrator	<p>The MBI Administrator is the entity that assigns and manages the MBI resources.</p> <p>Administrator contact information can be found in Annex D.</p>
MBI applicant	See "Applicant"
MBI assignee	See "Assignee"

<b>Term</b>	<b>Definition</b>
MBI Conservation	Consideration given to the efficient and effective use of a finite resource in order to minimize the need to expand its availability while at the same time allowing the maximum flexibility in the introduction of new services, capabilities and features.
MBI Oversight Council (MOC)	The MOC will have management oversight responsibility for the management and administration of MBIs based on the current approved version of the <i>MBI Assignment Guidelines and Procedures</i> .
Mobile Directory Number (MDN)	The number that is dialed to reach a mobile subscriber.
Mobile Identification Number (MIN)	Defined in ANSI TIA/EIA-553. The 10-digit number that is used to identify a Mobile Station (and its HLR) over the radio interface.
Mobile Station	Interface equipment used to terminate the radio path at the user side. For the purposes of this document, the term is limited to radio equipment that uses a MIN identifier.
Mobile Subscriber Number (MSN)	Last 4 digits of a 10-digit MIN.
North American Numbering Plan (NANP)	A numbering structure created by the application of ITU-T Recommendation E.164 Numbering Plan for the area served by the NANP. This provides a numbering architecture in which every station in the area served by the plan is identified by a unique ten-digit address consisting of a three-digit NPA code, a three digit central office code, and a four-digit line number. This plan includes the USA, Canada and various Caribbean nations.
NPA	NANP Numbering Plan Area ("Area Code").
OCN	Operating Company Number
Service Account	At least one Service Account is required by every service provider for the purpose of establishing MBI administrative functions. The number of Service Accounts is determined by the service provider.
Sub-account	A structure of one or more accounts that may exist under a Service Account. A particular Sub-account may only exist under one Service Account. The number of Sub-accounts is determined by the service provider.

<b>Term</b>	<b>Definition</b>
TDMA	Time Division Multiple Access. One form of digital wireless service. TDMA systems based on the TIA/EIA IS-54-B and TIA/EIA IS-136 standards generally include an AMPS analog compatibility mode.
TIA	Telecommunications Industry Association.
TIA/EIA	Telecommunications Industry Association/Electronic Industry Association. Designation used as part of a wireless standard's document identification scheme.
TPM	Terminating Point Master file.
Transfer Date	The date in which an MBI is transferred from the current Assignee to a new Assignee.
User Agreement	A required document that will be signed by each company to allow Applicants to obtain MBI assignments or set up Service Accounts and Sub-accounts.
Utilization Rate	Assigned MINs for a given Service Account or Sub-account divided by the total number MINs in that Service Account or Sub-account. For the Service Account or Sub-account requested, the Utilization Rate percentage, $(U / (M * 10,000)) * 100$ , must be greater than 60% where U is the total number of MINs assigned or aging under the Service Account or Sub-account and M is the total number of MBIs assigned to the Service Account or Sub-account.
Visited wireless network	The network from which the mobile-station obtains service while not in its home wireless network.

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**13 REFERENCES**

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- 13.1 ANSI TIA/EIA-553, Mobile Station - Land Station Compatibility Specification. Electronics Industry Association, September 1989.
- 13.2 Telephone Network and ISDN - Operation, Numbering Routing and Mobile Service; Recommendation E.212, Annex to ITU Operations Bulletin No. 615.1 III-199614.3 International Mobile Station Identity (IMSI) Assignment Guidelines and Procedures. CTIA 1996.
- 13.3 TSB29 Revision C - International Implementation of Wireless Telecommunications Systems, Compliant with TIA/EIA-41
- 13.4 Central Office Code (NXX) Assignment Guidelines - INC 95-0407-008, Reissued November 13, 2000
- 13.5 ITU-T Rec. E.212 (IMSI), *The International Identification Plan For Mobile Terminals and Mobile Users*

**Annex A: MIN Blocks Excluded from Assignment**

MIN resources from the following blocks are defined as "Troublesome Central Office Codes" by ANSI TIA/EIA-553 and should not be allocated. However, if an allocation of a corresponding NPA-NXX has been made it can be Grandfathered or allocated as an MBI<sup>6</sup>

<b>Troublesome MBI</b>	<b>Troublesome if 7th digit is...</b>
<i>XXX 007</i>	0,8,9
<i>XXX 056</i>	2
<i>XXX 070</i>	1-7
<i>XXX 150</i>	2
XXX 224	2
XXX 225	4,5
XXX 288	2
XXX 339	0,8,9
XXX 352	2
XXX 353	4,5
XXX 416	2
XXX 470	2
XXX 481	4,5
XXX 508	2
XXX 509	4,5
XXX 544	2
XXX 568	1,2,3,4,5,6,7
XXX 595	0,8,9
XXX 663	0-9
XXX 664	0-9
XXX 665	0-9
XXX 666	0-9
XXX 672	2
XXX 736	2
XXX 737	4,5
XXX 790	2
XXX 851	0,8,9
XXX 864	2
XXX 865	4,5
XXX 890	0-9
XXX 899	0-9
XXX 909	0-9
XXX 928	2
XXX 992	2

<sup>6</sup> Note that the first four MIN blocks (shown in italics) are already excluded because they contain a fourth digit that is either a 0 or 1. Thus, there are 800 possible NPAs and 31 possible troublesome MBIs for a total of 24,800 troublesome MBI codes throughout the NANP area.

XXX 993

4,5

**Annex B: Forms for Applicants and Assignees**

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The forms in this annex are used by an Applicant or Assignee to communicate with the Administrator. These forms may exist in either printable format or via Web pages. The process of submitting forms online is optimized for the convenience of the Applicant. Therefore, forms included in these Guidelines may not appear identical to the Web pages. The included forms are:

**Form A - MBI Service Account Registration.**

The wireless service provider will use this form to set up, delete or update a Service Account, Sub-account, or contact information with the MBI Administrator. Please note that the Applicant is required to provide at least one existing wireless license ID per Service Account to the MBI Administrator when this form is initially submitted. Each Service Account must have unique license IDs. The MBI Administrator will place this information on file. All future form submittals will be cross-referenced to the company name information for validation.

**Form A1 - Grandfathered Code Association to Service Account**

Applicants use this form to associate Grandfathered MBIs with the correct Service Accounts during the Grandfathering period of May 15, 2002 and June 28, 2002.

**Form B - MBI Application**

Applicants use this form to apply for a previously unallocated MBI after the Grandfathering Date.

**Form C - MBI Grandfathering Exception Notification**

Applicants use this form to report any additions or deletions to the Grandfathered MBI list issued by the Administrator. Applicants also use this form to indicate MBIs they do not wish to claim. This form is used during the Grandfathering period from July 15, 2002 to August 19, 2002. This form is also available as an Excel spreadsheet for those that wish to submit more than one change at a time.

**Form D - Request for Change in MBI Assignment Information**

Assignees use this form to notify the Administrator of a change in any of the assignment information; for example, to record the transfer of an MBI to a new service provider or to request an extension to the Implementation Date or Transfer Date. This form is used after the completion of the Grandfathering period (September 3, 2002).

**Form E - MBI Assignment Return**

Assignees use this form to return to the pool any MBIs that are no longer required. This form is used after the completion of the Grandfathering period (September 3, 2002).

**Form F - Confirmation and Payment Form**

Assignees use this form to confirm and pay for the MBIs that will be Grandfathered for a service provider. Each service provider is responsible for reviewing the MBIs that are assigned to its own Service Accounts or Sub-accounts. Once this has been validated, the service provider will fill out Form F to confirm and supply payment for the Grandfathered MBIs. This form is used during the Grandfathering period from July 15, 2002 through August 30, 2002.

# Form A – MBI Service Account Registration

## Requester Information

Company Number      Company Name

Requester's User ID  Phone (  )

- Requested Action(s)  New or update Service Account: Go to Section 1.  
 New or update Sub-Account: Go to Section 2.  
 New, update, or deactivate Contact: Go to Section 3.

## Section 1 – New or Update Service Account Application Data

- New Service Account  
 Update Service Account – Please provide Service Account ID:

Service Account Name

License ID

- Note: If you have more than 6 OCNs, please attach the list on a separate sheet of paper and check here.

OCNs

OCNs are not required to create an account. However, in order to grandfather an MBI, it is required that the corresponding OCN is in one of the company's accounts. Exceptions are made for split MBIs.

For MBI Grandfathering purposes, there will be a system-wide pre-population process that will run at the end of June 2002. This process will use the OCNs stored in company accounts to identify corresponding MBIs in the industry TPM file. Those MBIs will then be pulled into the account in which the OCN resides. Participation in the process is recommended.

- Check here if you wish to opt out of the pre-population process for this Service Account and its Sub-Accounts.

To add authorized contacts to this Service Account, write the contact User IDs here:

## Comments

# Form A

## Section 2 – New or Update Sub-Account Application Data

Service Account ID

Service Account Name

New Sub-Account

Update Sub-Account. Please provide the Sub-Account ID:

Sub-Account Name

Note: If you have more than 6 OCNs, please attach the list on a separate sheet of paper and check here.

OCNs

OCNs are not required to create an account. However, in order to grandfather an MBI, the corresponding OCN is required to be in one of the company's accounts. Exceptions are made for split MBIs.

**Comments**

## Section 3 – New, Update, or Deactivate Contact Application Data

New Contact     Update Contact     Deactivate Contact

If you wish to Update or Deactivate this Contact, please provide the Contact User ID:

Contact's First Name  Last Name

Address

Address

City  State  Zip

Phone Number  (    )    Fax  (    )

E-mail Address

**Comments**

**Note:** The User ID and Password will be e-mailed to the new Contact. For authentication purposes, they will need to enter the phone number and zip code supplied on this form in order to log in for the first time. Once the Contact is created, they can be added to Service Accounts by completing an Update Service Account Application (Form A, Section 1).

# Form A

## Payment Information

For each New Service Account or Sub-Account, there is a non-refundable/non-recurring application fee of \$ \_\_\_\_\_  
 This fee does not apply to account updates or deletions.

Payment amount: \$ \_\_\_\_\_ = ( \_\_\_\_ X \$ \_\_\_\_\_ ) Multiply the number of new Accounts requested by \$ \_\_\_\_\_.

Payment of the non-refundable/non-recurring application is by:

- Enclosed Check – Number: \_\_\_\_\_ (Please make checks payable to: NCS Pearson.)
- MasterCard
- Visa
- American Express

Credit Card Number		Expiration Date	
Card Holder's Name			
Mailing Address			
Mailing Address			
		State	

## Certification

I am the authorized user to which the Requester's User ID was assigned, as entered on Page 1 of this form. I certify that the information provided on this form is accurate. If provided, I also authorize the above credit card payment information.

Authorized Name (printed)	
Authorized Signature	
Date Signed	

# Form A1 - Grandfathered Code Association to Service Account

### Requester Information

Company Number     Company Name

Requester's User ID  Phone (  )

### Application Data

Account ID     -       -

Account Name

MBIs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MBIs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Shared MBIs	<input type="text"/>	<input type="text"/>	- <input type="text"/>
	Shared MBIs	<input type="text"/>	Range	<input type="text"/> - <input type="text"/>

Note: If you have more MBIs to add, please attach the list on a separate sheet of paper and check here.

### OCN Status

Is your Company the Code Holder for the MBIs requested on this form?

**Yes** If you answer "Yes," you may skip the remainder of this section.

**No** If you answer "No," you must provide the OCN Number and name of that OCN's Code Holder. **A separate copy of this application must be completed for each OCN that is associated with a Code Holder other than your company.**

OCN Number

Code Holder's Name

### Comments

# Form A1 - Grandfathered Code Association to Service Account

## Payment Calculation

Please calculate your total due.

	<input type="text"/>
	<input type="text" value="X"/>
Subtotal	<input type="text"/>
P	<input type="text" value="+"/>
<b>Payment Amount</b>	<input style="border: 2px solid black;" type="text"/>

Multiply the number of MBIs by \_\_\_\_\_ for your Subtotal.

**Entry Fee Note:** A \$\_\_\_\_\_ data entry fee applies per each Service Account within a batch of A1 forms. If multiple A1 forms are sent in together for one Service Account, the charge should be applied only to the first form. Enter \$\_\_\_\_\_ here if the charge applies, otherwise enter \$0.00 here.

## Payment Information

Payment of the non-refundable/non-recurring application is by:

Enclosed Check – Number:  **Please make checks payable to NCS Pearson**

Credit Card – Check card type and complete information below:  MasterCard  Visa  AmEx

Credit Card Number  Expiration Date

Card Holder's Name

Mailing Address

Mailing Address

City  State  Zip

## Certification

I am the authorized user to which the Requester's User ID (entered above) was assigned and I certify that the information provided on this form is accurate. If provided, I also authorize the above credit card payment information.

Authorized Name (printed)

Authorized Signature

Date Signed

# Form B – MBI Application

## Requester Information

Company Number     Company Name

Requester's User ID  Phone (  )

## Application Data

Account ID     —       —

Account Name

Specified MBI Number         Or, check here to select next available MBI:

MBI Implementation Date

**Will this MBI be used in a Non-LNP environment?**

- Yes – If you answer “Yes,” you must supply a “Specified MBI Number” above to match the assigned NPA-NXX.
- No

**Has this account reached 60% utilization per Section 6.3 of the *MBI Assignment Guidelines and Procedures*?**

- Yes
- No – If you answer “No,” please attach a utilization exception per Section 6.4 of the *MBI Assignment Guidelines and Procedures* and any supporting information.

## Comments

# Form B – MBI Application

## Payment Information

Payment Amount = \$ \_\_\_\_\_

- For each new MBI there is a non-refundable/non-recurring application fee.

Payment of the non-refundable/non-recurring application is by:

- Enclosed Check - Number:  **Please make checks payable to NCS Pearson.**
- Credit Card -- Check card type and complete information below:  MasterCard  Visa  AmEx

Credit Card Number  Expiration Date

Card Holder's Name

Mailing Address

Mailing Address

City  State  Zip

## Certification

I am the authorized user to which the Requester's User ID (entered above) was assigned and I certify that the information provided on this form is accurate. If provided, I also authorize the above credit card payment information.

Authorized Name (printed)

Authorized Signature

Date Signed

# Form C - MBI Grandfathering Exception Notification

## Requester Information

Company Number     Company Name

Requester's User ID  Phone (  )

## Application Data

Account ID     -       -

Account Name

Action  Add MBIs  Delete MBIs

Reason for Exception { **Check one box below. (Only one "Exception" may be selected per application, along with corresponding MBIs.)**  
 New Code   
 Shared MBI  Error  Other: \_\_\_\_\_

MBIs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MBIs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shared MBIs	<input type="text"/>	Range	<input type="text"/>	- <input type="text"/>
Shared MBIs	<input type="text"/>	Range	<input type="text"/>	- <input type="text"/>

Note: If you have more MBIs to add, please attach the list on a separate sheet of paper and check here.

## OCN Status

Company the Code Holder for the MBIs requested on this form?

- Yes** If you answer "Yes," you may skip the remainder of this section.
- No** If you answer "No," you must provide the OCN Number and name of that OCN's Code Holder. **A separate copy of this application must be completed for each OCN that is associated with a Code Holder other than your company.**

OCN Number

Code Holder's Name

## Comments

# Form C - MBI Grandfathering Exception Notification

## Payment Calculation

Please calculate your total due.

Number of MBIs

**X**

Multiply the number of MBIs by \_\_\_\_\_ for your Subtotal.

tal

Plus Entry Fee **+**

**Entry Fee Note:** A \$ \_\_\_\_\_ data entry fee applies per each Service Account within a batch of C forms. If multiple C forms are sent in together for one Service Account, the charge should be applied only to the first form. Enter \$ \_\_\_\_\_ here if the charge applies, otherwise enter \$0.00 here.

**Payment Amount**

## Payment Information

Payment of the non-refundable/non-recurring application is by:

Enclosed Check – Number:

Please make checks payable to NCS Pearson

Credit Card – Check card type and complete information below:  MasterCard  Visa  AmEx

Credit Card Number  Expiration Date

Card Holder's Name

Mailing Address

Mailing Address

City  State  Zip

## Certification

I am the authorized user to which the Requester's User ID (entered above) was assigned and I certify that the information provided on this form is accurate. If provided, I also authorize the above credit card payment information.

Authorized Name (printed)

Authorized Signature

Date Signed

# Form D – Request for Change in MBI Assignment Information

## Requester Information

Company Number     Company Name

Requester's User ID  Phone (  )

## Application Data

Account ID      —       —

Account Name

Action {  Implementation Date Change    New Date: \_\_\_\_\_    MBI being Changed

Transfer Date Change    New Date: \_\_\_\_\_    MBI being Changed

New Transfer    Transfer Date: \_\_\_\_\_

Record below, specific MBIs being transferred. Or, if transferring all MBIs in this account, check this box.

MBIs

MBIs

Note: If you have more than 8 MBIs to transfer, attach the list on a separate sheet and check here.

## Transfer Data

Reason for Transfer

Transfer to Account ID       —       —

Account Name

**If transferring to a different company, or if the transferring contact does not have access to both accounts, then an authorized User ID for the receiving account must be supplied here. Both the Requesting Contact and Receiving Contact, if different, must provide signatures on page two of this form.**

Receiver's User ID  Phone Number (  )

## Comments

# Form D – Request for Change in MBI Assignment Information

## Payment Information

- There is no charge for MBI assignments made within the same company.
- There is a \$\_\_\_\_\_ fee if MBIs are being transferred between two different companies.

If applicable, payment of the non-refundable/non-recurring application is by:

Enclosed Check – Number:  Please make check payable to NCS Pearson.

Credit Card – Check card type and complete information below.  MasterCard  Visa  AmEx

Credit Card Number  Expiration Date

Card Holder's Name

Mailing Address

Mailing Address

City  State  Zip

## Certification by Requester

I am the authorized user to which the Requester's User ID (entered above) was assigned and I certify that the information provided on this form is accurate. If provided, I also authorize the above credit card payment information.

Authorized Name (printed)

Authorized Signature

Date Signed

## Certification by Receiver

I am the authorized user to which the Receiver's User ID (entered above) was assigned and I certify that the information provided on this form is accurate. If provided, I also authorize the above credit card payment information.

Authorized Name (printed)

Receiver's Signature

Date Signed

# Form E – MBI Assignment Return

## Requester Information

Company Number      Company Name

Phone (  )

## Application Data

Account ID     —       —

Account Name

MBI to be Returned

Last Date in Use

Number of MINs in MBI being Returned

Reason for Return

## Comments

## Certification

I am the authorized user to which the Requester's User ID (entered above) was assigned and I certify that the information provided on this form is accurate.

Authorized Name (printed)

Authorized Signature

Date Signed

# Form F - Confirmation & Payment

## Requester Information

C     Company Name

R  Phone (  )

## Application Data

Account ID     —      —

Account Name

Number of MBIs  **X** =  **Total Due**

Multiply the number of MBIs currently in this account by \$\_\_\_\_\_ for your Total Due.

## Payment Information

Payment of the non-refundable/non-recurring application is by:

Enclosed Check – Number:  **Please make checks payable to NCS Pearson**

Credit Card – Check card type and complete information below:  MasterCard  Visa

Credit Card Number  Expiration Date

Card Holder's Name

Mailing Address

Mailing Address

City  State  Zip

## Certification

I am the authorized user to which the Requester's User ID (entered above) was assigned and I certify that the information provided on this form is accurate. If provided, I also authorize the above credit card payment information.

Authorized Name (printed)

Authorized Signature

Date Signed

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**Annex C: Forms for the Administrator**

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The forms in this annex are used for communication between the MBI Administrator and Applicants for and Assignees of these resources. If the Applicant's email address is on file, this will be the primary method of response and may not reflect the appearance of the following forms. However, content will remain the same. Forms included in this package are:

**Form X - Administrator Response Form**

The Administrator will use this form to notify the Applicant of the outcome of their Service Account registration application, notification of their MBI application, and/or acknowledgement of a change initiated by an Assignee. If the request is for a transfer of MBI(s), Service Account(s) or Sub-accounts, both the new and old Assignee(s) would be notified.

# Form X: Confirmation of Application

The MBI Administrator has reviewed your application. The details of the application status and decision are listed below:

---

Application ID	
Application Type	
Company	
Submitted By	

---

Account ID	
Account Name	
MBI	

---

Due Date	
Fee Remaining	
Responsibility	

---

Validation Results	<input type="checkbox"/> Approved <input type="checkbox"/> Suspended <input type="checkbox"/> Postponed <input type="checkbox"/> Denied <input type="checkbox"/> Pend
<b>Instructions:</b>	
MBI Administrator Name	
MBI Administrator Signature	
Date	

---

**Annex D: Contact Information**

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**MBI Administration**

MBI Administration Help Desk  
NCS Pearson  
Tel. 785-331-2323  
Fax. 785-838-2152  
Email: [mbiadmin@pearson.com](mailto:mbiadmin@pearson.com)

Patrick Tima  
MBI Administration Supervisor  
NCS Pearson  
Tel. 952-681-4538  
Fax. 952-681-4601  
Email: [patrick.tima@pearson.com](mailto:patrick.tima@pearson.com)

Mitch Kaufman  
Project Executive, MBI Administration  
NCS Pearson  
Tel. 703-435-8255  
Fax. 952-681-4601  
Email: [mitch.kaufman@pearson.com](mailto:mitch.kaufman@pearson.com)

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**Annex E: Grandfathering**

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Because the MIN is being separated from the MDN, the starting point for allocation is to Grandfather every existing MDN block assigned to wireless service providers that are utilized by a MIN resource. Grandfathering is defined as the retention of MINs or MBIs assigned on or prior to the Grandfathering Date (September 3, 2002) that are associated with the wireless service provider's assigned MDNs as well as MINs not associated with MDNs.

- All directory number blocks in use by or assigned to a NANP wireless service provider on or prior to the Grandfathering Date are eligible for assignment as MBIs, to that wireless service provider.
- Service providers must submit Form A, *MBI Service Account Registration*, and a signed MBI User Agreement during the forty-five day period between April 15, 2002 and June 28, 2002 in order to guarantee inclusion in the July 15, 2002 MBI Assignment List.
- On May 15, 2002 the MBI Administration Web site will go live for Form A and A1 processing
- Between May 15, 2002 and June 28, 2002, the service providers may begin to associate their MBIs with Service Accounts or Sub-accounts using Form A1. Service providers must also associate an Operating Company Number (OCN) with each of their Service Accounts or Sub-accounts. MBI Administration will pre-populate the MBIs, if the option is selected, in the appropriate Service Account(s) and Sub-account(s) based upon the OCN from the Terminating Point Master (TPM) file. OCNs will also be used for editing of MBI assignments during the Grandfathering process. Even if the pre-population is utilized, Form A1 may still be used prior to the initial verification of MBIs. The Administrator will establish, by service provider, a list of all MIN blocks assigned as of July 15, 2002, which is 45 calendar days before the Grandfathering Date, and forward the list to wireless service providers for verification purposes.
- After July 15, 2002, the carriers will be responsible for verifying the list of MBIs that were compiled in their Service Accounts. Any updates may be performed after July 15, 2002 and until August 19, 2002 using Form C (either Web based, hard copy or by submitting an Excel file). Between July 15, 2002 and August 30, 2002, using Form F, the carriers must verify, confirm and pay for Grandfathered MBIs that are in their Service Accounts and Sub-accounts. Once verification is complete, the Administrator will notify each wireless service provider confirming their Grandfathered MBIs.
- When shared MBIs are Grandfathered, they will be recorded as a full block of 10,000 numbers if only one wireless service provider has MINs within that block. If there are multiple wireless service providers in a shared MBI, the MBI portion assigned to each service provider will be grandfathered. Shared MBIs will be reported by the wireless service provider on Form A1 or as an exception on Form C.

- All eligible MBIs that have not been Grandfathered by completion of the Grandfathering process will be available for assignment after the Aging Period established by these guidelines.
- Requests to Grandfather MBIs of the format 0XXXXXX or 1XXXXXX will be forwarded to the IFAST, with the exception of those codes already recorded in TSB29.
- Requests to Grandfather MBIs of the format NXX0XX or NXX1XX will be accepted from NANP area wireless service providers on a first-come, first-served basis. This information will also be reported to the appropriate body for inclusion in TSB29 or its equivalent.
- Allowances will be made to Grandfather troublesome central office codes, if necessary. Form more information see Section 7.3.
- The Assignee of a Grandfathered MBI must, if requested by the Administrator, Certify that the MBI is currently in use.
- Between September 3, 2002 and November 24, 2002 an exception to the 60% utilization requirement for a Form B application will be made if the MBI requested is to satisfy a matching central office code becoming open in a new area code to support an NPA split. After the November 24, 2002 date, this exception will no longer be allowed since MIN/MDN separation will be in place.

**ANNEX F MBI ASSIGNMENT AUDITS**

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**This annex is not an integral part of the guidelines.**

At the determination of the MBI Oversight Council, the MBI Administrator may be requested to perform assignment audits. This requirement is not considered to be the ongoing responsibility of the MBI Administrator unless agreed to by the MBI Oversight Council. The MBI Administrator may recommend to the MBI Oversight Council that a specific audit be performed.

In the event an audit is required, the Administrator will first seek clarification from the Assignee regarding any alleged non-use or misuse. If the Assignee provides an explanation satisfactory to the Administrator, and in conformance with these assignment guidelines, the MBI will remain assigned. If no satisfactory explanation is provided, the Administrator will request the Assignee to return the assigned MBI. If a direct contact cannot be made with the Assignee to effect the above process, a registered letter will be sent to the Assignee address of record requesting that they contact the Administrator within thirty days regarding the alleged MBI non-use or misuse. If the response is unsatisfactory, or the letter is returned as non-delivered, the Administrator will advise the Assignee and/or MBI Oversight Council that the MBI will be reclaimed and will be made available for reassignment following the required Aging Period unless the MBI Oversight Council advises otherwise within thirty days.

- The Administrator may conduct an audit of an Assignee's assignment records. The purpose of an audit will be to verify the Assignee's compliance with the provisions set forth in these guidelines.
  - These audits will be conducted at the Assignee's premises or at a mutually agreed to location and at a mutually agreed to time.
  - The Administrator will not copy or remove the information from the premises nor will they disclose the information to non-Administrator personnel.
  - The Administrator will expect to review the following information to ensure conformance with these guidelines and the proper use of the MBI resource.

Verification of:

- MBI assignment date
- MBI implementation date
- Percentage utilization of each MBI

- Audit results should be used to identify and recommend to the MBI Oversight Council (MOC) specific corrective actions that may be necessary. Examples of specific corrective actions, which may be proposed, are as follows:
  - Modifications to these assignment guidelines to reflect the specific circumstance revealed by the audit,
  - Additional training for Assignees concerning the assignment guidelines,
  - Return of assigned MBIs,
  - Requirements for supporting documentation of future MBI requests in non-compliant situations, or
  - Modifications to the process in which records are maintained or MBIs are assigned.
- Audit results with respect to Assignee information and/or recommended Assignee process modifications shall be treated on a proprietary and confidential basis.
- Failure to participate or cooperate in an audit shall result in the invocation of MBI reclamation procedures.
- As the result of an audit, the Administrator shall take action to reclaim from any Assignee, MBIs identified as no longer required, not activated, or not used in conformance with these assignment guidelines.