



Public Service Commission

State of North Dakota

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MEMORANDUM

To: All North Dakota Telecommunications Companies that **are not** Incumbent Local Exchange Companies

From: Illona A. Jeffcoat-Sacco
Director, Public Utilities Division

Date: 27 September 2005

Re: Telecommunications Company Electronic Registration Process

We are pleased to announce that the Public Service Commission's electronic telecommunications company registration process is now available on-line. This registration program was activated on 5 September 2005 and is now available for your use. Thank you for your patience while we built and tested the program.

Please note: Every telecommunications company that is not an incumbent local exchange company **MUST REGISTER USING this electronic process. This includes companies that already have certificates of public convenience and necessity or registration certificates. Under NDCC § 49-03.1-09, effective 1 August 2005, **certificates of public convenience and necessity for facilities-based providers and registration certificates for resellers ARE NO LONGER EVIDENCE OF AUTHORIZATION to provide service in North Dakota.** AUTHORITY TO PROVIDE SERVICE is now a consequence of registration via the new web-based program.**

Attached are copies of most of the pages/screens you will encounter as you register, together with a list of ***Dos and Don'ts*** to help you correctly fill in the blanks. Please call us if you have any problems, questions or concerns as you register. We have worked very hard to avoid or eliminate any glitches with this program, but we know that because we are not real carriers, registering real information, we have likely not found them all. *Your calls and questions will help us improve the program!*

Telecommunications Company Electronic Registration Program

DOs and DON'Ts

- **Do NOT use the BACK button.** Rather, use the buttons on the bottom of each page ("Cancel," "Finish Later," or "Continue"). Your information will be saved no matter which of the three buttons you use.
- Register under your **correct, complete entity name.** Put all **other** names under either the section asking for DBAs, or the section asking for "other names."
- Include your correct, complete, North Dakota **Secretary of State ID #s**, if you have them, for all names.
- Make sure you **answer the prepayment question correctly.** If you have any questions, please call rather than guess. This question and the bonding requirement that results if the answer to this question is "yes," have important consequences under the new law.
- The **law requires a toll free number** for consumers to use to contact you. You cannot proceed with registration without inputting a toll free number in the proper box.
- If you cannot finish your registration in one session use the **"Finish Later"** button. Your information will be saved. When you next log in, your partial registration will display and you can choose **"Finish and Submit."**
- **Final Submittal** of the information you typed into the registration form is what **authorizes** you to provide telecommunications services in North Dakota.
- **You must certify the accuracy of the information you provide before you can submit your registration. You are not authorized to provide service unless and until you have submitted a final, complete registration.**
- Since a final submittal authorizes you to provide service in the state, **print the Registration Confirmation pages, and the Logout page that you receive after you submit your registration, and keep these as your record of authorization** to provide service.
- If you require prepayments and need a bond, and consequently will be submitting a bond or opening an escrow account, **the bond form or escrow application must be submitted in hard copy by mail or hand delivery.** Your registration is **NOT final** until an acceptable bond or escrow application is received in our office. You may "submit" your registration electronically, but it will not be considered final, **and you will not have legal authority to provide service**, until we receive the bond and note its receipt in the program.



North Dakota
PUBLIC SERVICE COMMISSION
Telecommunications Registration

Login

Login

You are entering [North Dakota Public Service Commission Online Telecommunication Provider Registration](#). This service allows easy online access for Telecommunication Providers to register with the Public Service Commission.

Enter your State of North Dakota Login ID and password to login.

Login ID: [Forgot Your Login ID?](#)

Password: [Forgot Your Password?](#)

If you do not have a State of North Dakota Login ID? [Register Now](#).

- » [What is a State of North Dakota Login ID?](#)
- » [Modify your State of North Dakota Login ID Information](#)
- » [Change your password](#)

If you need assistance with your **State of North Dakota Login**, please [contact support](#).

If you need assistance with **this online service**, please [contact Public Service Commission](#).

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**North Dakota
PUBLIC SERVICE COMMISSION
Telecommunications Registration**User: **Illona Jeffcoat-Sacco** [Log Out](#)**Current Registrations**

Company Name	Status	Registration Action
Telco	Submitted on 09/19/2005	Update Discontinue
Add Registration		

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North Dakota
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Telecommunications Registration

User: **Illona Jeffcoat-Sacco** Log Out

Company Information

For more information about the registration of telecommunications companies that are not incumbent telecommunications companies see [North Dakota Century Code Section 49-03.1-09 \(12 kb pdf\)](#) (opens new window)

***Entity Type:** Domestic Corporation

Sec of State System ID: 12345 (Search for Sec of State System ID)

***Company Name:** Telco

***Mailing Address 1:** any street

Mailing Address 2:

***City, State, Zip:** anywhere North Dakota 55555 (4444)

***Country:** United States of America Canada Other

If Other, Enter Country Name:

Same as Mailing

***Street Address 1:** any street

Street Address 2:

***City, State, Zip:** anywhere North Dakota 55555 (4444)

***Country:** United States of America Canada Other

If Other, Enter Country Name:

***Telephone:** 701-123-4567 (222-333-4444)

Company Web: (www...)

Address:

DBA Names

Provide all the names under which your company does business. Include the Secretary of State System ID, if any:

Company Name	Sec of State System ID	Action
Add Another Name		

Additional Registered Names

Provide all the names under which your company has registered with the North Dakota Secretary of State:

Company Name	Sec of State System ID	Action
Add Another Name		

*Required

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North Dakota
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Telecommunications Registration

Current Registrations

User: Illona Jeffcoat-Sacco Log Out

Company: Telco

Contact Information

Authorized representative to receive Public Service Commission contacts or correspondence:

***Name:** First MI Last

***Title:**

***Mailing Address 1:**

Mailing Address 2:

***City, State, Zip:** (55555-4444)

***Country:** United States of America Canada Other

If Other,
Enter
Country
Name:

***Telephone:** ()

Email:

Consumer Contact

Company contact that consumers may use for complaints or inquiries:

***Toll Free:** ()

Email:

*Required

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North Dakota
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Telecommunications Registration

Current Registrations

User: **Illona Jeffcoat-Sacco** Log Out

Company: Telco

Company Services

Types of Service provided by your Company (check all that apply):

- Access Services
- Commercial Mobile Radio Services
- Inmate Services
- Local Services
- Long Distance Services
- Operator Services
- Prepaid Calling Card Only
- Other

If Other, please list:

Type of Service	Action
	Add Another Service

Previous

Finish Later

Continue

*Required

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Current Registrations

User: Illona Jeffcoat-Sacco Log Out

Company: Telco

Prepayment Information and Bond Requirement

Does your company require prepayments?* Yes No

NOTE: a deposit requirement is a prepayment requirement.

Resellers of telecommunications services are **required** to submit a performance bond or establish an escrow account if:

- The services offered (other than optional prepaid calling cards) **require prepayment** by customers; or
- The services offered consist of **prepaid calling cards ONLY** (selling only prepaid calling cards constitutes requiring prepayment).

CMRS providers, please note: The bond or escrow requirement **does not apply** to **facilities-based** companies providing **commercial mobile radio service** (see [North Dakota Century Code Section 49-03.1-09\(7\)](#) (12kb pdf) (opens new window)). The bond requirement **does apply** to **resellers** of **commercial mobile radio service**, since resellers are not facilities-based.

For more information see [North Dakota Century Code Section 49-03.1-09](#) (12kb pdf) (opens new window) and [North Dakota Administrative Code Section 69-09-05-04](#) (30kb pdf) (opens new window).

If prepayment is required, select Bond or Escrow:

Bond or Escrow

Submit a **performance bond** (416 kb pdf) (Opens new window. Form must be printed and mailed.)

Establish an **escrow** (223 kb pdf) (Opens new window. Form must be printed and mailed.)

Provide the required amount of bond/escrow account:
(9999999.99)

Determine the required amount of bond/escrow account.

Revocation History

Has your company ever had its authority to provide service revoked in any jurisdiction?* Yes No

If Yes, list the date and jurisdiction of every revocation:

Date of Revocation	Jurisdiction of Revocation	Action
--------------------	----------------------------	--------

Add Revocation Date

Previous

Finish Later

Continue

*Required

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Electric Gas Telecom Grain and Hay Railroads Auctioneers Reclamation AML Siting Safety Weights and Measures Pipeline Carrier

Search:



Jurisdiction: Telecommunications

Bond/Escrow Information

- » Notices
- » Orders
- » Forms
- » Consumer Information
- » Laws
- » Rules
- » Guidelines
- » Helpful Links
- » Lists of Providers
- » Industry Information

Resellers of **LOCAL** telecommunications service that require prepayments, other than by means of prepaid calling cards:

- **Performance bond:** the product of the estimated level of customers after three years of operation, times the amount of required customer prepayments, or \$25,000, whichever is greater; or
- **Escrow account:** an amount equal to the prepayments at any given time but no less than \$25,000.

North Dakota Public Service Commission
600 E. Boulevard, Dept. 408
Bismarck, ND 58505-0480

701.328.2400 [phone]
800.366.6888 [TTY]
701.328.2410 [fax]

Other resellers of telecommunications services:

- **Performance bond:** the product of the estimated level of customers after three years of operation, times the amount of required customer prepayments, or \$25,000, whichever is greater; or
- **Escrow account:** equal to the prepayments (including prepaid calling cards) at any given time.

Commercial Mobile Radio Service **ONLY:**

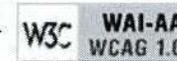
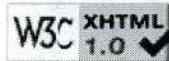
- Under North Dakota Century Code Section 49-03.1-09 (7), facilities-based companies providing commercial mobile radio service, as defined in Title 47, Code of Federal Regulations, Part 20, Section 20.3, are exempt from the requirement to post a surety bond or establish an escrow account.
- RESELLERS of commercial mobile radio service that require prepayments, must submit a performance bond

or establish an escrow account as described under "Other resellers of telecommunications services."

For more information about performance bonds or escrow accounts see [North Dakota Administrative Code Section 69-09-05-04\(2\)\(b\)\(4\)](#). (30 kb pdf) (opens a new window)

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[Current Registrations](#)User: **Illona Jeffcoat-Sacco** [Log Out](#)

Registration Confirmation

This page displays the registration information you entered. Please review all information for accuracy. You may change the information by clicking the "Edit" button at the bottom of this page.

When you are satisfied that your information is complete and accurate, go to the bottom of this page to certify and submit the registration information. If you do not certify your information, you will not be able to submit your registration.

For more information about the registration of telecommunications companies that are not incumbent telecommunications companies see [North Dakota Century Code Section 49-03.1-09 \(12 kb pdf\)](#) (opens new window)

Entity Type: Domestic Corporation

Sec of State System ID: 12345

Company Name: Telco

Mailing Address: any street
anywhere, ND 55555
United States of America

Street Address: any street
anywhere, ND 55555
United States of America

Telephone: 701-123-4567

Company Web Address:

Names under which your company does business:

NONE

Names under which your company has registered with the North Dakota Secretary of State:

NONE

Contact Information

Authorized representative to receive Public Service Commission contacts or correspondence:

Name: Someone Else

Title: The Boss

Mailing Address: any street
anywhere, ND 55555
United States of America

Telephone: 701-123-4567

Email:

Company contact that consumers may use for complaints or inquiries:

Toll Free: 800-123-4567

Email:

Company Services

Services provided by your company:

Long Distance Services

Prepayment Information and Bond Requirement

Does your company require prepayments? NO

NOTE: a deposit requirement is a prepayment requirement.

No Bond or Escrow is required

Revocation

Has your company ever had its authority to provide service revoked in any jurisdiction? NO

Your company certifies that the information submitted is true and correct to the best of its knowledge, information, and belief.

Edit

Submit

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Logout

Thank you for using the Public Service Commission Online Telecommunication Registration System.

Please provide feedback by completing a short survey.

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