



# **The Commonwealth of Massachusetts Department of Telecommunications**

## **and Energy**

**One South Station**

**Boston, MA 02110-2212**

**(617) 305-3500**

**[www.mass.gov/dpu](http://www.mass.gov/dpu)**

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### ***Third Party Verification Service Provider Registration Application***

In order to facilitate a change in a customer's primary interexchange carrier (IXC) or a primary local exchange carrier (LEC), an IXC or LEC may rely upon a Third Party Verification (TPV) Service Provider to provide customer authorization confirmation services as provided for in Massachusetts General Laws, Chapter 93, Sections 108-113, inclusive.

Pursuant to M.G.L., c. 159, §12E(a)(3), any company that provides TPV services, pursuant to Section 109 of Chapter 93, must register with the Department of Telecommunications and Energy (Department). In order to register with the Department, a prospective TPV service provider must complete the following registration application and submit it to the Department for approval.

#### **Instructions:**

- Provide all requested information. Do not leave any question unanswered. If a question is not applicable, answer "N/A" on the form and explain why it is not applicable. Attach a separate sheet if necessary.
- The registration application will be processed in the order in which it was received. Once the Department's review is complete, Registrant will be informed of the application's status. If approved, Registrant will receive a copy of the registration cover page bearing an "Approved" stamp, the date of approval and TPV registration number.
- There is no filing fee. Submit an original and one copy of the completed Registration Application and all attachments to:

**Mary Cottrell, Secretary  
Department of Telecommunications and Energy  
One South Station, Second Floor  
Boston, MA 02110-2212**

**The Commonwealth of Massachusetts  
Department of Telecommunications and Energy  
Telecommunications Division  
TPV Registration Application**

**Page 2**

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**FOR DEPARTMENT USE ONLY**  
**Approved**   G                      **Rejected**   G  
**Date** \_\_\_\_\_ **TS** \_\_\_\_\_  
**Reg. # DTE-TEL-TPV** \_\_\_\_\_

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**Contact Information**

1.      Legal Name of Registrant

\_\_\_\_\_

Doing Business As (dba), if applicable

\_\_\_\_\_

2.      Business Address (P.O. Box not acceptable)

Street Address      \_\_\_\_\_

City/State/Zip Code      \_\_\_\_\_

3.      Principal Place of Business, if applicable (P.O. Box not acceptable)

Street Address      \_\_\_\_\_

City/State/Zip Code      \_\_\_\_\_

4.      Mailing Address, if applicable:

Street Address      \_\_\_\_\_

City/State/Zip Code      \_\_\_\_\_

**The Commonwealth of Massachusetts**  
**Department of Telecommunications and Energy**  
**Telecommunications Division**  
***TPV Registration Application***

***Page 3***

5. Provide the name, title, direct telephone number, and mailing address of the company person designated for the Department to contact regarding:

a. issues or questions related to processing this application:

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b. consumer-related issues, including dispute resolution:

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c. technical and/or quality of service issues:

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**COMPANY INFORMATION**

1. If Registrant is a corporation, association, or partnership:

a. Jurisdiction where legally organized \_\_\_\_\_

b. Date of organization \_\_\_\_\_

**The Commonwealth of Massachusetts**  
**Department of Telecommunications and Energy**  
**Telecommunications Division**  
***TPV Registration Application***

***Page 4***

- c. All business incorporated in states other than the Commonwealth of MA which are doing business in MA must register with the Secretary of the Commonwealth within ten days after they commence doing business in the state by filing a foreign registration certificate. If Registrant is organized in a state other than Massachusetts, provide a copy of the foreign registration certificate and certificate of legal existence from the jurisdiction of organization.
  - d. Please attach a certificate of good standing from the Commonwealth of Massachusetts Secretary of State's Office.
  - e. If not provided above, please attach articles of incorporation, partnership certificate, or other document(s) establishing legal organization.
2. If a corporation, list each officer, director, and stockholder owning 10% or more of Registrant's outstanding stock. Attach additional pages if needed.

<u>Name/Title</u>	<u>Address</u>	<u>Percent/Class of Stock</u>

3. If Registrant is a partnership, list the names and addresses of principal partners.

<u>Name/Title</u>	<u>Address</u>

**The Commonwealth of Massachusetts**  
**Department of Telecommunications and Energy**  
**Telecommunications Division**  
***TPV Registration Application***

***Page 5***

4. List the telecom company or companies for which Registrant provides TPV services in Massachusetts. NOTE: This list **must be updated** each time a telecom company is added or removed from the list. The registrant is required to notify the Department by mail within ten business days of any change to this list.

(1) Telecom Company

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Contact's Name & Direct Telephone Number

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Contact's Address

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(2) Telecom Company

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Contact's Name & Direct Telephone Number

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Contact's Address

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**D.T.E. REQUIREMENTS FOR THIRD PARTY VERIFICATION  
SERVICE PROVIDERS**

By signing this document, Registrant attests that the information provided is accurate and that the Company will comply with the following provisions:

1. Registrant operates in a location physically separate from any interexchange (IXC) or local exchange service provider (LEC), or telemarketing representative who has obtained a customer's oral authorization to submit a change order for an IXC or LEC.
2. Registrant is not directly or indirectly managed, controlled, directed, or owned wholly or partially, by any IXC or LEC.
3. Registrant does not receive commissions or compensation based upon the number of customer authorizations confirmed or sales confirmed for any IXC or LEC.
4. Upon registration, Registrant will be bound by the provisions of Massachusetts General Law, Chapter 93, Sections 108-113 inclusive and Massachusetts General Law, Chapter 159, Section 12(E)(b), and any applicable rules and regulations subsequently promulgated by the Massachusetts Department of Telecommunications and Energy pursuant to these provisions.
5. The Department is required to investigate consumer complaints and collect statistical information for the Massachusetts Legislature. To this end, Registrant agrees to provide the Department with any requested information and records needed to perform these tasks in a timely fashion. The Department will consider requests for protective treatment of proprietary or competitively sensitive data.

Signature of Registrant \_\_\_\_\_

Dated \_\_\_\_\_

**TAX ATTESTATION**

Pursuant to M.G.L., c. 62C, Section 49A, I hereby certify under the pains and penalties of perjury that the Registrant, to the best of my knowledge and belief, has filed all federal and state tax returns and paid all federal and state taxes required by law.

Social Security Number

\_\_\_\_\_

Signature of Individual or  
Corporate Name of Registrant

\_\_\_\_\_

Federal Tax Identification Number

\_\_\_\_\_

Signature and Title of Corporate Officer  
(if Registrant is a Corporation)

\_\_\_\_\_

Dated \_\_\_\_\_

**NOTARIZE AFFIDAVIT**

The undersigned declares under the pains and penalties of perjury that they are authorized to make this verification for and on behalf of Registrant; that they have read the foregoing registration and are informed and believes that same are true, and on that ground, affirms that the matters therein stated are true.

The undersigned further declares that the Registrant understands and will abide by the Department's requirements concerning the provision of TPV service, including the provisions in the foregoing registration.

The undersigned understands that if the Registrant is found not to be in compliance with the Department's requirements, the Department may withdraw registration and prohibit Registrant from providing TPV services within the Commonwealth.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Registrant \_\_\_\_\_

**NOTARIZED:**