

[www.omnivoice.ai](http://www.omnivoice.ai/)

Support: +1 (888) 887-8883

**Letter of Authorization**

For Local Number Porting (LNP)

The undersigned hereby authorizes **Omnivoice** to act on the Customer’s behalf to port the numbers listed below.

**Please list your business numbers to be ported in the table on the very bottom of the LOA.**

|  |  |
| --- | --- |
| Account Number |  |
| Account PIN |  |
| Current Provider |  |

Account PIN is the password of your phone number required to pass your porting request through. Some of the carriers don’t have PINs on their numbers. If you are porting multiple numbers, please find out whether they have the same PIN or different

Please fill out the following information as it appears on the **Customer Service Record** (CSR) of the current carrier:

|  |  |
| --- | --- |
| Authorized Person’s name |  |
| Service Address as per your carrier’s records |  |
| Service City, State & Zip Code |  |

Please fill out the following information as it appears on the **customer invoice** with the current carrier:

|  |  |
| --- | --- |
| Billing Address as per invoices |  |
| Billing City, State & Zip Code |  |

Service and Billing Addresses are required to dispute your order effectively. The first one is as per your carrier’s records, the second one is usually specified on invoices. In most cases the addresses are the same

**Additional Portability Information:**

|  |  |
| --- | --- |
| Existing BTN (Billing Telephone Number) with current carrier |  |
| Will you be porting this BTN? **Yes/No** |  |
| Is this a partial port? **Yes/No** |  |
| If yes, please indicate a new BTN for the current carrier |  |

Billing Telephone Number (BTN) is usually the main number on the account. If you have only one number on the account – this number is your BTN. Thus, BTN is always one of the numbers you have with the losing carrier. If you are going to port in your BTN, you can select whether the port will be full or partial.

Full port typically includes porting the BTN and all numbers on the original account.

Partial port allows to ask for an optional replacement BTN, and the original account stays open.

**Local phone number(s) to be ported:**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

List all the numbers you want to port in. Note, that all numbers must be associated with the same account. If you want more than 10 numbers to be ported, write them down as well

Authorized Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type in the authorized person’s name and sign the LOA as well since some of the carriers require the LOA to be signed

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_

The LOA should be dated within past 30 days