



10700 Ford Street  
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## Letter of Authorization

For Local Number Porting (LNP)

The undersigned hereby authorizes **MCN** to act on the Customer's behalf to port the numbers listed below.  
 Current Provider: \_\_\_\_\_

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

Customer Name	
Service Address	
Service City, State & Zip	

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

Billing Address	
Billing City, State & Zip	

**Additional Portability Information:**

Existing BTN (Billing Telephone Number) with current carrier: \_\_\_\_\_  
 Will you be porting this BTN?  YES  
 If yes, please indicate a new BTN for the current Carrier: \_\_\_\_\_  
 Is this a partial port?  YES  NO

Porting TNs (please use ranges whenever possible):


Authorized Printed Name: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_  
(Must be dated within 30days to be valid)

Authorized Signature: \_\_\_\_\_

The process of transferring your number can take up to 10 business days to complete, during which time we may or may not be able to obtain status updates from your current provider regarding the status of the transfer. **DO NOT CANCEL SERVICE FROM YOUR OLD PROVIDER UNTIL THE NUMBER TRANSFER IS COMPLETE**, doing so may result in loss of phone service until the number has successfully ported over to MCN. Once the change has taken place, calls to your current telephone number will ring your phone via your new MCN Digital phone service. Canceling your MCN service after submitting this form and before your number port is complete WILL result in losing your phone number. **IMPORTANT** Please **DO NOT** submit any service change orders on your current phone number to your current provider. Doing so will delay or cancel this transfer. **ALL FIELDS ARE REQUIRED** The customer name you enter above **MUST BE** the name the phone number is officially under with your current provider (you, spouse, business, etc.).