



Letter of Authorization (LOA) to Port Out Number

Please read carefully and completely before submitting your port request!! Number Portability laws allow you to keep your number while changing service providers. Submitting this form will authorize a number transfer, away from Cleartel. The porting process usually takes 1 to 30 business days, with 10 business days being typical, depending on previous carrier's porting procedures.

1. You may list up to 10 numbers on this form, provided that all 10 numbers are on the same bill with the previous service.
2. Billing Telephone Number (BTN), is required to port, enter it below.
3. If you have a contract with Cleartel, there may be a termination penalty charge.
5. Once porting is complete, you will receive your final invoice.

Phone Number to port (see item 1 above)	BTN (see item 2 above)	Service Type (voice, fax, toll free)

Enter your information exactly as it appears on the Bill or Customer Service Record (CSR) on file:	
Authorized Name (First and Last):	
Company Name (optional):	
Address Line 1 (no PO Boxes):	
Address Line 2 (optional):	
City, State, Zip:	
Account number	
Requested Port out Date	

I attest under penalty of law and as an authorized employee, or an authorized representative, of the Account listed above and that I am the exclusive end-user subscriber of the service numbers listed above. I assume all liability for the use (including without limitation, authorized fraudulent or misappropriated) of traffic of any other end-user subscriber with regards to the service numbers listed above. In addition, I understand that this request for a Porting Out my service lines and does not constitute an order for disconnect of service. By signing below, I authorize the porting out of these service numbers. I understand that there may be associated charges with this transfer, and I am authorized to make these changes for this Account.

Today's Date :

Print Name :	Signature :
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Send these documents, from the email address you signed up with, to porting_tickets@cleartelecom.net or fax to 561.870.0115.