



## Letter of Authorization (LOA) to Transfer 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 your current carrier. 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 your current provider that prohibits porting, there may be a termination penalty.
4. Do not cancel your previous service for at least 5 days after the transfer has been completed, and verified.
5. Once porting is complete, inform the previous carrier, and instruct them to remove the number(s) from their network.

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 with previous provider:	
Current Service Provider:	
Authorized Name (First and Last):	
Company Name (optional):	
Address Line 1 (no PO Boxes):	
Address Line 2 (optional):	
City, State, Zip:	

☐ Yes, I select cleartelecom.net as the carrier for ALL Local Calls for this number.

☐ Yes, I select cleartelecom.net as the carrier for ALL Local Toll Calls for this number.

☐ Yes, I select cleartelecom.net as the carrier for ALL Long Distance and International Calls for this number.

By signing below, I authorize the porting of these numbers, and the release of any information from my existing telephone service provider. I understand all fees associated with this transfer, and I am authorized to make these changes for this telephone number.

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](mailto:porting_tickets@cleartelecom.net) or fax to 561.870.0115.