

# FCC Form 555: Annual Lifeline Eligible Telecommunications Carrier (ETC) Certification Form

## Supplemental Information

All Lifeline service providers are required to file the FCC Form 555 to report the results of the annual recertification process and non-usage de-enrollments. The form is due by **January 31, 2024**.

The FCC Form 555 must be submitted to the Universal Service Administrative Company (USAC) electronically via USAC's [One Portal](#). Carriers must also file a copy of their FCC Form 555 in the [FCC's Electronic Comment Filing System](#), Docket 14-171, and with their state regulatory commission and Tribal governments.

## Key Tips and Information

Complete the data fields on the FCC Form 555 as outlined in the online form. Further details can be found on the following pages.

- Service providers must include information for every subscriber de-enrolled for non-usage.
- Service providers are also responsible for completing the FCC Form 555.
  - If the National Verifier is responsible for conducting recertification, enter zero for blocks A – F.
  - If the state Lifeline administrator (California, Oregon, and Texas) is responsible for conducting recertification, report the results for blocks A – F.
  - If you were not required to conduct recertification but you still did, you must report the results for those subscribers.
- Reminder of 2023 waivers:
  - **COVID (Expired May 1, 2023):** On January 30, 2023, the Wireline Competition Bureau (WCB) released an [Order](#) that temporarily extended the waiver of the annual recertification and reverification requirements under the Lifeline rules for subscribers living on Tribal lands through April 30, 2023.
  - **Typhoon Mawar (Expired September 1, 2023):** On June 30, 2023, the WCB released an [Order](#) that temporarily waived the non-usage, de-enrollment for non-usage, annual recertification requirements, and reverification requirements under the Lifeline rules for subscribers in Guam and the Northern Mariana Islands through August 31, 2023.
  - **Hawaii Wildfires (Expired November 1, 2023):** On August 18, 2023, WCB released an [Order](#) temporarily waiving the non-usage, de-enrollment for non-usage, annual recertification requirements, and reverification requirements under the Lifeline rules for subscribers in Hawaii affected by the wildfires through October 31, 2023.
  - **Hurricane Idalia (Expired December 1, 2023):** On September 1, 2023, WCB released an [Order](#) temporarily waiving the non-usage, de-enrollment for non-usage, and annual recertification requirements, and reverification requirements under the Lifeline rules for subscribers in Florida and South Carolina in the affected disaster areas through November 30, 2023.

## Carrier Information (required)

### **Study Area Code (SAC)**

Enter the six-digit SAC for which the certification is being filed.

### **Service Provider Identification Number (SPIN)**

Enter the nine-digit Service Provider Identification Number (SPIN) for which the certification is being filed. The FCC Form 555 will only accept valid SPIN/SAC combinations to which the service provider has entitlements.

### **Recertification Year**

Enter the calendar year for which the service provider's annual recertification results are being submitted.

### **State**

Enter the state.

### **ETC Name**

Enter the ETC name.

### **DBA, Marketing, or Other Branding Name**

Enter your DBA, marketing, or other branding name. If it's the same as your ETC name, enter "N/A".

### **Holding Company Name**

Enter the holding company's name. If it's the same as your ETC name, enter "N/A".

### **Affiliated ETCs**

Select "Yes" or "No" to specify whether the reporting service provider has any affiliated ETCs.

Affiliation shall be determined in accordance with Section 3(2) of the Communications Act. See 47 U.S.C. § 153(2). That Section defines "affiliate" as "a person that (directly or indirectly) owns or controls, is owned or controlled by, or is under common ownership or control with, another person." 47 U.S.C. § 153(2); see also 47 C.F.R. § 76.1200.

### **List of Affiliated ETCs' SAC(s)**

If you selected "Yes" under "Affiliated ETCs," provide a list of all SAC(s) that are affiliated with the reporting service provider. Enter the affiliated SAC(s)

## Initial Certification (required)

The 497 Officer must review the certification statements and enter in their initials to certify their company has policies and procedures in place to ensure that its Lifeline subscribers are eligible to receive Lifeline service and they are in compliance with federal Lifeline certification procedures and with the minimum service standards set forth in 47 C.F.R. § 54.408.

## Annual Recertification Results (required)

Report the results of the recertification efforts for the current calendar year. If the National Verifier is responsible for conducting recertification, enter zero for blocks A - F. If the state Lifeline administrator is responsible for conducting recertification, report the results for each block. If you were not required to conduct recertification but you still did, you must report the results for those subscribers.

### **Block A - Subscribers eligible for recertification within current calendar year**

Enter the number of subscribers eligible for recertification within the current calendar year for the current FCC Form 555. You must be able to support/document your claim.

### **Block B - Subscribers de-enrolled prior to recertification attempts**

Enter the number of subscribers who de-enrolled from Lifeline before or after the state Lifeline administrator's attempt to recertify continued eligibility.

This number should include all subscribers who de-enrolled for any reason, including those subscribers that discontinued Lifeline service with the service provider on their own initiative and those that the service provider de-enrolled from Lifeline (for example, subscribers de-enrolled for non-usage or who transferred their Lifeline benefits). If no subscribers were de-enrolled from Lifeline prior to the recertification attempt, enter zero in block B.

### **Block C - Total number of subscribers required to be recertified (A - B)**

Block C will automatically calculate the total number of subscribers required to be recertified.

### **Block D - Subscribers successfully recertified**

Enter the number of eligible subscribers verified by the state Lifeline administrator (California, Oregon, and Texas).

### **Block E - Subscribers de-enrolled for failed recertification**

Block E will automatically calculate the total number of subscribers de-enrolled as a result of recertification.

### **Block F - Percentage de-enrolled for failed recertification (E/C)**

Block F will automatically calculate the percentage of subscribers due for recertification who were de-enrolled.

## Recertification Certification (required)

The 497 Officer must review the certification statement, select whether they rely on notice of eligibility from the state Lifeline administrator (California, Oregon, and Texas) or the National Verifier, and enter in their initials to certify their company has procedures in place to recertify consumer eligibility by relying upon notice from the entity selected above.



## No Subscribers Certification (required if ETC claimed no subscribers)

If the ETC did not claim any Lifeline subscribers, the 497 Officer must review the certification statement and enter in their initials to certify their company did not claim federal low income support for any Lifeline subscribers for the current Form 555 data year.

## ETCs Subject to the Non-Usage Requirements (required)

ETCs that do not assess and collect a monthly fee from their Lifeline subscribers are subject to the non-usage requirements. The non-usage requirements also apply to ETCs that only assess a fee, but do not collect such fees.

### **Is the ETC subject to the non-usage requirements? (required for all ETCs)**

Select “Yes” or “No” to specify whether the service provider reported on the FCC Form 555 is subject to the Non-Usage Requirements.

### **Block H – Subscribers De-Enrolled for Non-Usage (required if ETC is subject to non-usage)**

Enter the number of subscribers de-enrolled for non-usage by month.

Section 54.405(e)(3) of the Lifeline rules requires service providers that do not assess and collect a monthly fee from their subscribers to de-enroll subscribers who do not use their Lifeline service for 30 consecutive days. See 47 C.F.R. § 54.405(e)(3). Service providers are required to provide subscribers with 15 days’ notice, using clear and easily understood language, that the subscriber’s failure to use the Lifeline service within the 15-day notice period will result in service termination for non-usage.

## Signature Block (required)

The 497 Officer must certify that the information provided on the FCC Form 555 is true and accurate, that they are an officer of the company listed, and authorized to make this certification.

### **Signature of Officer**

Enter in your signature.

### **Printed Name and Title of Officer**

Enter in your name and title.

### **Email Address of Officer**

Enter in your email address.

### **Date**

Date will auto-populate.

### **Person Completing the Certification Form**



Enter in the name of the service provider employee who completed the form.

**Contact Phone Number**

Enter the phone number of the service provider employee who completed the form.

**PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS**

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The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. If we believe there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your certification may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your certification may be disclosed to the Department of Justice or a court or adjudicative body when a) the FCC; or b) any employee of the FCC; or c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding.

We have estimated that this collection of information will take 15 hours annually. Our estimate includes the time to read the instructions, look through existing records, gather and maintain required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, Office of Managing Director, AMD-PERM, Washington, DC 20554, Paperwork Reduction Act Project (3060-0819). We will also accept your PRA comments if you send an e-mail to [PRA@fcc.gov](mailto:PRA@fcc.gov).

Please DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number and/or we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0819.

THIS NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. SECTION 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.