**INSTRUCTIONS FOR CD REGISTRATION FORM**

1. READ THESE INSTRUCTIONS BEFORE COMPLETING AND/OR SUBMITTING THE CD REGISTRATION PACKAGE TO THE CPUC COMMUNICATIONS DIVISON VIA EMAIL TO CDCOMPLIANCE@CPUC.CA.GOV. CD REGISTRATION FEE PAYMENT IS SENT TO THE CPUC FISCAL OFFICE.
2. Complete the CD Registration Form and save as a PDF/A compliant document. Do not leave fields blank. If no response, mark “Not Applicable” or “N/A.”
	1. In Section 1 of the form, the Applicant must select ONLY ONE type of registration per form: Nomadic Registration pursuant to D.24-11-003 OR Wireless ID Registration pursuant to D.94-10-031.
	2. In Section 2 of the form, the Applicant must enter its complete legal name exactly as it appears on its articles or certificate of incorporation or similar charter document. The Applicant must also include its business address, telephone number and email address.
* In Section 2.a. of the form, the Applicant may enter its principal place of business if it is different from the business address provided above. If the principal place of business is the same as above, please enter “Same as Above.” Do not leave it blank.
* In Section 2.b. of the form, the Applicant must list all fictitious business names under which it has done business in the last five years. If the Applicant does not have any fictitious business names or “doing business as” (DBA) names, please enter “Not Applicable.” Do not leave it blank.
* In Section 2.c. of the form, select only one type of organization and attach Appendix A to the completed application form and provide: (1) a copy of the entity’s organizing documents; and (2) a copy of its Certificate of Good Standing Status certified by the California Secretary of State and/or additional evidence of the Applicant’s qualification to transact business in California. If current documentation has previously been filed with the Commission, the application needs only to make specific reference to such filing. A Certificate of Good Standing is available from the office of the California Secretary of State and should be dated not more than 60 days prior to the date of filing the application.
* In Section 2.d. of the form, enter the Applicant’s Federal Communications Commission (FCC) Registration Number (FRN). The FRN must be provided if the Applicant is required to register with the FCC.
* In Section 2.e. of the form, enter the applicant’s active California Secretary of State (CSOS) Entity Number. This CSOS Entity no. is required if the Applicant is doing business in the State of California.
* In Section 2.f. of the form, the Applicant must select one of the options provided to identify if it has a foreign ownership interest. If option selected is “Yes,” identify and list the foreign entity interest.
	1. In Section 3 of the form, provide the name, mailing address, and telephone number of Applicant’s registered agent for service of process.
	2. In Section 4 of the form, the Applicant must select one of the options provided to identify Applicant’s Legal Domicile. For individuals, domicile is the place of legal residence; for entities, it is the state of incorporation or organization.
	3. In Section 5 of the form, enter the date that Applicant expects to begin offering service in California. The Applicant may enter a future estimated start date that considers the review and approval time of the registration (e.g., 6 - 12 months from file date of Application). If Applicant has already begun offering regulated voice service in California, indicate the date the Applicant commenced providing service and provide Appendix B with the reason for operating prior to obtaining authority in California.
	4. **WIRELESS ID REGISTRATION ONLY.** In Section 6 of the form, the Applicant must mark the appropriate boxes to clearly describe the wireless service operations it is seeking approval for and submit the required Appendix.
* In Section 6.a. of the form, the Applicant must identify the type of facilities it plans to use in providing wireless services in California: Reseller/Non-facilities, Facilities-based, or both.
* In Section 6.b. of the form, the Applicant must identify the type of customers it plans to offer its services to: residential, business, or other(s). If Other(s), the applicant must provide a brief description in the space provided.
* In Section 6.c. of the form, the Applicant must identify the type of wireless service offerings it plans to provide to customers in California: prepaid, postpaid, or other(s). If Other(s), the applicant must provide a brief description in the space provided.
* In Section 6.d. of the form, if the Applicant marked “Facilities-based” in Section 6.a of the form, the Applicant must identify its Universal Licensing System (ULS) wireless License call sign as registered with the Federal Communications Commission (FCC).
* In Section 6.e., if the Applicant marked “Reseller/non-facilities-based” in Section 6.a, it must identify the underlying Facilities-Based wireless carrier(s) and/or underlying Reseller/Non-facilities-based wireless carrier(s) that it plans to use to provide resold services and include in Appendix C the copy of the wireless resale agreement(s) between the Applicant and any underlying carriers. The Applicant must provide a contact name and title, email address, and telephone number for the authorized representative of the underlying carrier. If Applicant has multiple agreements with different underlying carriers, please provide the information and copies of the relevant agreements as part of Appendix C.
	1. **NOMADIC REGISTRATION ONLY.** In Section 7 of the form, the Applicant must select “YES” to confirm that it has completed the required Attestation as a Nomadic-only Interconnected VoIP Service provider. See Attachment A of the CD Registration form.
	2. In Section 8 of the form, the Applicant must provide a “True” or “Not True” response to the sworn affidavit statement. If the Applicant’s response is anything other than an unqualified “True,” attach Appendix D with all documentation and describe any such bankruptcies, findings, judgments, convictions, referrals, denials, suspensions, revocations, limitations, settlements, voluntary payments or any other type of monetary forfeitures.
* In Section 8.a. of the form, the Applicant must attach Appendix E with a list of all affiliates. If an affiliate is a regulated entity in California, indicate the Utility ID Number assigned by the Commission to the entity. If no affiliates exist, it must clearly be identified in the Appendix E. An affiliated entity is any entity under common control with the Applicant. Common control exists if the same individuals or entities have the direct or indirect power to determine the action of Applicant and such entity, through right to vote shares, by contract or agreement, or otherwise. Note whether any such entity is a reporting company for purposes of the Securities Exchange Act of 1934, as amended.
	1. In Section 9 of the form, the Applicant must demonstrate by marking “True” that it has the managerial and technical qualifications necessary to provide the proposed services in its service territory. The Applicant must attach Appendix F with the following: 1) List of the names, titles, and street addresses of all officers, directors, partners, agents, or owners (directly or indirectly) of more than 10% of Applicant, or any person acting in such capacity whether or not formally appointed, and 2) all resumes for each personnel identified listing all employment for each officer, director, partner, agent, or owner (directly or indirectly) of more than 10% of Applicant, or any person acting in such capacity whether or not formally appointed. Website links to online profiles (e.g., LinkedIn and Facebook) are not acceptable.
* In Section 9.a. of the form, the Applicant must attest to the statement by marking “True” or “Not True.” If the response is anything other than an unqualified “True”, the Applicant must attach Appendix G with documentation listing all exceptions and describing all such investigations, whether pending, settled voluntarily, or resolved in another manner.
	1. In Section 10 of the form, the Applicant must select one of the options. The Applicant must list other licenses in the space provided, whether current (active) and/or prior (not active), which the Applicant obtained from the Commission. The list must include all previously held operating authority(ies) or approval(s) issued by the CPUC that were revoked due to a violation of Commission Rules and Requirements.
	2. In Section 11 of the form, Applicant must provide a copy of the CD Registration filing Fee check and a completed Utility Contact Information Form available at the CPUC Website: [https://www.cpuc.ca.gov/-/media/cpuc-website/divisions/communications-division/documents/licensing-ompliance/contact-information-update-request-form.pdf.](https://www.cpuc.ca.gov/-/media/cpuc-website/divisions/communications-division/documents/licensing-compliance/contact-information-update-request-form.pdf) Leave blank the Utility ID field as this information will be provided upon approval of the CD Registration request.
	3. In Section 12 of the form, the Applicant must mark “True” to attest that, upon approval of its request, it will comply with the California Public Utilities Commission’s performance bond requirements in accordance with D.10-09-017, D.11-09-026, D.13-05-035, and D.24-11-003.
	4. The Authorized filer of the CD Registration must complete all the information on the last page of the CD Registration form.
	5. Appendices that do not apply to Applicant must be included and identified as “Not Applicable.” Applicant may include an additional Appendix to provide additional and supporting information.
1. Complete Attachment A of the form: Sworn Affidavit and save as a PDF/A compliant document. The document must be signed by an officer of the Applicant.
2. Combine all required documents into one PDF/A compliant document which includes: (1) CD Registration Form with all the required Appendices, (2) Copy of the Payment Fee, (3) Utility Contact Information form, and (4) Attachment A - Sworn Verification. Submit one PDF/A compliant document via email to CDCompliance@cpuc.ca.gov. All documents must be saved as a PDF/A compliant document. Refer to [Special Instruction to create a PDF/A compliant package](https://www.cpuc.ca.gov/-/media/cpuc-website/divisions/communications-division/documents/licensing-compliance/licensing-and-registration/createpdfa.pdf).
3. Pay and submit the CD Registration Filing Fee to CPUC Fiscal Office. Refer to the filing fee schedule posted at <https://www.cpuc.ca.gov/-/media/cpuc-website/divisions/administrative-law-judge-division/documents/2024-filing-fees.pdf>. Failure to include the filing fee may result in a delay or rejection of the filing.
* Payee: California Public Utilities Commission
* Memo Line: CD Registration Fee of [Name of Applicant]
* Send Payment To: ATTN: CPUC Fiscal Office – CD Registration

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