



State of North Carolina Utilities Commission

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MEMORANDUM

TO: All Persons Requesting an Application for a PSP Certificate

FROM: Geneva S. Thigpen
Chief Clerk

SUBJ: Completion of Application Forms

Attached is [Rule R13](#) which is the rule for the provision of pay telephone service by means of payphone service provider (PSP) instruments. You need to read pages one through 10 carefully as these rules apply to anyone who is granted a certificate. The three application forms follow. If you do not have a certificate, use the "Application for PSP Certificate." If you have a certificate, but need to change your name or address on your certificate, use the "PSP Change of Name or Address Application." Please note that the change of name/address application cannot be used if there has been a change in the form of business or a change in the responsible party. If that is the case, you will need to complete a new application and request that the current certificate be canceled. The "PSP Application for Additional Authority" form is to be used if you already have a certificate, but your certificate does not include automated collect service and you wish to include that service in your certificate.

Regardless of the application you complete, read all instructions attached to that application. Be sure all required exhibits are included, the correct number of copies, and the correct filing fee before mailing your application to us. If your application is not complete, it will be returned to you. If you have any questions regarding completing the application or the required exhibits, please call 919 733-0879 or 919 733-7328.

Once you are granted a certificate, you are a public utility and are required to pay a regulatory fee pursuant to GS 62-302. The regulatory fee is based on a percentage of your revenues. You will be mailed a regulatory fee form quarterly which must be completed and returned. If you have questions regarding the regulatory fee, please call our Fiscal Management Division at 919 733-5265. Also, it is your responsibility to comply with any county or other state laws regarding operating a business. You can contact the Small Business and Technology Development Center at 919 715-7272 for assistance.