

## **2013 REGISTRATION/RENEWAL LPSC DNC PROGRAM GENERAL INFORMATION**

1. The Louisiana Public Service Commission Do Not Call program accepts telephonic solicitor registrations based on the calendar year, January through December. The last quarter LA Do Not Call register for calendar year 2012 was issued from our office on or about September 13, 2012. The 1<sup>st</sup> Qtr LA Do Not Call register for calendar year 2013 will be issued from our office on or about December 15, 2012.
2. All re-registering solicitors submitting a complete and accepted Louisiana Do Not Call solicitor registration application for 2013 received prior to **December 10, 2012**, will receive the 1<sup>st</sup> Qtr 2012 LA Do Not Call register on or about December 15, 2011, without any lapse in registration coverage. Any registration packets received after December 9, 2012, or after the calendar year has started, will be processed as soon as possible by the LPSC DNC staff, and will receive the current Do Not Call Register as soon as the application is accepted and processed. Registration /list fees are not prorated at anytime throughout the year.
3. To register with the program (either new registration or re-registration) each applicant must submit a completed application, with any applicable attachments, and certified funds (or a wire transfer) for the applicable amount made payable to the Louisiana Public Service Commission. We cannot accept credit cards, personal or company checks. **Non-certified funds will be returned creating a delay in processing your registration.**
4. The LPSC DNC Program General Order can always be found in the Do Not Call section of our main LPSC website, [www.lpsc.org](http://www.lpsc.org). During registration, of special interest to solicitors will be the change that makes the previously **required surety bond or letter of credit now an optional submission, and NOT a requirement for registration.**
5. The LPSC Do Not Call Program registry database allows only one Designated Contact. This is the only person that will be allowed to make changes to your company information. This Designated Contact Person is responsible to keep their contact information correct, and all information regarding emergency and deployment contacts accurate. If circumstances prevent the Designated Contact Person from fulfilling their duties, the company may assign a new Designated Contact Person by submitting a written request on company letterhead. The request should include reasons that the original Designated Contact Person can no longer represent the company, and contact information for the new Designated Contact Person. In addition, the deployment email address and the emergency email address should also be reconfirmed at this time.
6. The LPSC Do Not Call Program registry database only allows one deployment email address and only one emergency email address. Please do not request multiple distribution addresses for these designations. If more than one is provided, only the first address will be used.
7. The 2013 Independent, Principal and Dependent Telephonic Solicitor Registration Applications, and all other relevant registration forms are available for download from the Solicitors page of the Do Not Call section of the LPSC website. <http://www.lpsc.org/solicitorappinfo.aspx>
8. LPSC Federal Tax ID number is 72-6000799.