Letter of Authorization (LOA) - Keep my Phone Number

A Letter of Authorization (LOA) is a legal document that allows a new telecommunications provider to transfer a phone number from an existing carrier. It's also known as a Letter of Agency, Number Transfer Request, or Letter of Authorization.

An LOA is required to:

- Verify that the phone number's owner has authorized the transfer
- Ensure a smooth number porting process
- Protect against unauthorized transfers
- Maintain communication continuity when switching providers
- Link the porting request to a specific customer account

To complete an LOA, you'll need to include the following information:

- Account holder's name
- Service address
- Phone numbers
- Account number
- Account PIN/Password (If there is one)

The LOA must be filled out completely and signed by the authorized person on the account. To reduce the likelihood of a rejection, you can obtain a Customer Service Record (CSR) from your current carrier. A CSR is a copy of how your telephone records appear in the telephone company's database. Generally as it appears on your Bill/Invoice, which may be mailed to you or available online through your carriers account portal.

You may complete this form: LOA.pdf

* If you are transferring a **Toll Free Number**, This also needs to be filled out and attached: toll-free-resporg.pdf

And send it to support@precision-computer.com along with a recent copy of your Bill/Invoice (from your current carrier provider) with the phone numbers and account information (Such as Name, Address, and Account Number) clearly visible

If you have multiple numbers from multiple different Account Numbers or Providers, you will need to fill out a separate LOA for each different account number. Make sure that on the same form, all the Phone Numbers listed, match that same account, as anything not matching that account will be rejected. For questions, feel free to reach out to us for assistance.

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