

**Appendix D**

Sample Request for Service letter

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{9-1-1 Authority Letterhead}

Date:

[CMSP Contact Name]  
[CMSP Contact Title]  
[CMSP Name]  
[CMSP Street Address]  
[CMSP City, State & Zip]

Dear \_\_\_\_\_:

The  [Requesting Entity]  hereby formally requests and authorizes [CMSP Name] to provide SMS to 9-1-1 based on other emergency communications service as defined in 47 USC 615.b. (9)(B). The Public Safety Answering Point(s) to be deployed is/are:

___[PSAP Name]	[FCC PSAP ID] <sup>9</sup>	<u>[PSAP Location]</u>
___[PSAP Name]	[FCC PSAP ID]	<u>[PSAP Location]</u>
___[PSAP Name]	[FCC PSAP ID]	<u>[PSAP Location]</u>

Please begin deployment activities upon receipt of this letter. Your point of contact will be:

Mr./Ms. \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Regards,

[ 9-1-1 Authority signature ]

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<sup>9</sup> FCC's PSAP ID registry: <http://transition.fcc.gov/pshs/services/911-services/enhanced911/psapregistry.html>

NOTE: This service request letter was developed based on Annex B from J-STD-110.01, *Joint ATIS/TIA Implementation Guideline for J-STD-110, Joint ATIS/TIA Native SMS to 9-1-1 Requirements and Architecture Specification*; more information is available from the Alliance for Telecommunications Industry Solutions (ATIS)  
< <http://www.atis.org> >.