

Easy Instructions for Completing FCC Form 479 – Certification of Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act

ADMINISTRATIVE AUTHORITY FORM IDENTIFIER – you can use whatever identifier you wish in this area.

BLOCK 1 – ADMINISTRATIVE AUTHORITY INFORMATION

- 1.1 Populate with the name of your **Billed Entity** (not a person’s name)
- 1.2 Populate with 2021-2022
- 1.3 Mailing Address and Contact Information
 - 1.3.1 Mailing Address of the Billed Entity
 - 1.3.2 City
 - 1.3.3 State
 - 1.3.4 Zip Code
 - 1.3.5 Contact Name – this should be the name and contact details for the person to contact if there are questions about the form
 - 1.3.6 Telephone Number
 - 1.3.7 Fax Number
 - 1.3.8 Email Address

BLOCK 2 – CERTIFICATIONS AND SIGNATURE

- Item 4 Read the certification and be sure you can certify to the language – no action
- Item 5 Read the certification and be sure you can certify to the language – no action
- Item 6 You SHOULD be able to check the FIRST CERTIFICATION on page 2

If you CANNOT check the first certification, please STOP and contact DoIT for discussion before completing the form.

DO NOT check more than one of the certifications on Page 2, Item 6

- Item 7 Signature of a person employed by the Billed Entity that is AUTHORIZED to make the certifications included in Form 479.

Please NOTE: It is not appropriate for a consultant to sign FCC Form 479. The certifications can only be made by an employee of the Billed Entity such as a Technology Director or other Senior Administrative person.

- Item 8 Date the Form 479 is signed
- Item 9 Printed Name of AUTHORIZED Person
- Item 10 Title or Position of Authorized Person
- Item 11 Telephone Number of Authorized Person