



FLORIDA

**Application for Certification of
Communications Services Database**

DR-700012

R. 10/13

TC

Rule 12A-19.100

Florida Administrative Code

Effective 01/14

Applications may be submitted online using the Department of Revenue's PointMatch system located at:
<https://pointmatch.state.fl.us>

Please Read Instructions First

✓ **Check one:**

- Application for certification of database
- Application for recertification of database

✓ **Check one:**

- Provider of communications services
- Vendor (See **Special Instructions for Vendors** on page 3.)
- Both provider and vendor (Check if the database is used both internally and offered to other providers as part of a service.)

Section A - Business Information

Business Partner Number Providers must enter this number. It is on the Certificate of Registration, Form DR-700014. Not applicable for vendors.

Federal Employer Identification Number Enter your Federal Employer Identification Number (FEIN).

Business Name _____

Business Address _____

City _____ State _____ ZIP _____

Business Mailing Address, if different from above _____

City _____ State _____ ZIP _____

Section B - Contact Person

Applicant must designate a contact person responsible for providing access to all records, facilities, and processes that the Department determines are reasonably necessary to review and make a determination regarding this application.

Name of Contact Person (please print) _____ Telephone Number _____

Address _____

Fax Number _____ E-Mail Address _____

Section C - Authorized Signature

Signature of person authorized to request certification on behalf of applicant.

Signature _____ Date _____

Name (please print) _____ Title _____

Address, if different from above _____

Section D - Database Method of Submission (✓ Check one) This section not applicable for vendors.

- Data file is uploaded with this application.
- Data file will be submitted through alternative means. (Please contact the Local Government Unit for assistance in submitting your file.)

Mail application to:

CST Database Certification
Local Government Unit
Florida Department of Revenue
PO Box 6530
Tallahassee FL 32314-6530

DOR Use Only

Received by LGU _____

Date _____

Application complete _____

Date _____



Instructions for Preparing and Submitting Customer Address Files for Certification Testing

Required Address Data File Layout

The address data file must:

- Contain only Florida service addresses as defined by s. 202.11(14), F.S.
- Include all service address records for the entire geographic area covered by the database being tested.
- Be organized by individual customer address records (not by address range).

Records within the address data file must:

- Be standardized using United States Postal Service addressing standards.
- Provide mail city name (the name of the post office that supports the mail delivery area covered by that customer address).

- Include a sequential counter (starting from 1) for each record.
- Be a comma delimited (.csv) file.
- Contain commas as field separators.
- Have only one record per row.
- Not exceed a maximum record length of 172 characters.

Sample Record Layout

Examples of the record layout are provided below:

```
1,ABC Phone Co,1801,,ROSE MALLOW,LN,,,,
ORANGE PARK,FL,32003,7067,12,019,000000000
```

```
3,,300,,BRAUGHTON,ST,SE,,,
BRANFORD,FL,32008,,12,121,002405314
```

```
229,ABC Communications,1200,E,GILFORD DAVIS,RD,,,,
GLEN ST MARY,FL,32040,4604,12,003,000000000
```

Record Header Information

| FIELD NAME | MAXIMUM CHARACTERS | REQUIREMENTS | REQUIRED FIELD | COMMENTS |
|------------|--------------------|---------------|----------------|--|
| RECNUM | 10 | Numeric | Yes | Sequence counter (e.g., 1) |
| USERFIELD | 20 | Alpha/Numeric | No | For applicant's use to identify address records |
| NUMBER | 10 | Numeric | Yes | House number |
| PREDIR | 2 | Alpha | No | Pre-directional |
| STNAME | 35 | Alpha/Numeric | Yes | Street name |
| STSUFFIX | 4 | Alpha | No | Street suffix |
| POSTDIR | 2 | Alpha | No | Post-directional |
| UNITTYPE | 4 | Alpha | No | Unit type |
| UNITNUM | 5 | Alpha/Numeric | No | Unit number |
| MAILCITY | 40 | Alpha | Yes | Mailing city name |
| STATE | 2 | Alpha | Yes | State name abbreviated; always FL for Florida |
| ZIP | 5 | Numeric | Yes | 5 digit ZIP code |
| ZIP+4 | 4 | Numeric | No | 4 digit (+4) part of ZIP code |
| STATEFIPS | 2 | Numeric | Yes | State FIPS code; always 12 for Florida |
| COUNTYID | 3 | Numeric | Yes | County FIPS code |
| FEATID | 9 | Numeric | Yes | GNIS place feature ID; Use zeros for unincorporated area |

Use of FIPS 55 Codes and GNIS Feature ID Codes

Our certification system uses both the Federal Information Processing Standards (FIPS) 55 codes and the Geographic Names Information System (GNIS) Feature Identifiers (ID). The FIPS 55 data identifies the state and county codes. The 2-digit FIPS code for Florida is 12. Each county has a unique 3-digit county FIPS code. Each jurisdiction has a unique 9-digit GNIS Feature ID code. For unincorporated areas, zeros are used as the Feature ID code. Applicants must supply the Feature ID code for each jurisdiction.

Examples: An address in the unincorporated area of Volusia County should be displayed as 12,127,000000000. An address in the city of Daytona Beach should be displayed as 12,127,002404197.

Reasons for Rejection of Your File

- Contains records for states other than Florida
- Does not contain record headers
- Is an invalid file type
- Records are not provided in the required layout

Testing Accuracy Standard

To pass certification, your database must assign street addresses, or post office boxes to the proper jurisdiction with an overall accuracy rate of 95 percent at a 95 percent level of confidence, as determined through a statistically reliable sample. The accuracy must be measured based on the entire geographic area within the state covered by the database.

Turnaround Time

Upon receipt of an application for certification or recertification of a database, we will examine the application and, within 90 days after receipt, notify you of any errors or omissions. Access to records, facilities, and processes must be provided within 10 working days after notification. An application must be approved or denied within 180 days after receipt of a completed application. We will notify you of the certification test results online or by mail or e-mail. If denied, the notice will specify the grounds for denial, inform you of any remedy that is available, and indicate the procedure that must be followed. A copy of the Certification Report and Certification Error Report will be included.

Certification Report

The Certification Report will provide statistics on the number of address records where your assignment of taxing jurisdictions matched (or mismatched) the information contained in the Department's Address/Jurisdiction Database.

Certification Period and Recertification

Certification is valid for three years following the date of the approval notice. At the end of the certification period, you

must submit an *Application for Certification of Communications Services Database*, Form DR-700012 and database for recertification. Databases submitted for recertification prior to the expiration of the certification period will be treated as certified while the application for recertification is pending.

Certification is contingent upon there being no material changes to the database or procedures for its updating and maintenance. If there are such changes, contact the Department's Local Government Unit and request a determination regarding whether a new Form DR-700012 is needed. For examples of what constitutes a material change, please see Rule 12A-19.072(6), F.A.C.

Special Instructions for Vendors

Please complete page 1. We will contact you with further information concerning your database.

For Further Assistance

For assistance completing your *Application for Certification* or submitting your data file, please contact the Local Government Unit at 850-717-6630, or by e-mailing at:

Local-govt-unit@dor.state.fl.us.