

# **Telecommunications Service Priority (TSP) PSAP Enrollment Guide**

The TSP Program is administered by the Department of Homeland Security's National Communications System (NCS) with sponsorship and oversight by the Federal Communications Commission (FCC.) To assist PSAP administrators in the preparation of successful TSP applications, the NCS and FCC have developed the following steps for enrollment:

1. The PSAP administrator evaluates the telecommunications services used by the PSAPs under its control to determine which lines should have TSP coverage. The administrator consults with its telecommunications service providers to determine the cost of TSP coverage. Some service providers charge for TSP, some do not. Each service provider should provide the PSAP administrator with the circuit identification numbers so that the administrator can complete the TSP application. Circuits eligible for TSP include:
  - Voice circuits from the 9-1-1 selective router to the PSAP (PSAP trunks)
  - Data circuits from the PSAP to the pooled ALI host (ALI data circuits)
  - Busy-out circuits from the 9-1-1 selective router to the PSAP (busy-out circuits)
  - Circuits from a central office to the 9-1-1 selective router (end-office trunks)
  - Circuits between the PSAP and the radio tower (radio circuits)
  - 24x7 and/or administrative lines
2. The PSAP administrator notifies the FCC by email ([tspinfo@fcc.gov](mailto:tspinfo@fcc.gov)) of the proposed TSP coverage and requests federal sponsorship. In requesting sponsorship, the PSAP administrator provides the following information: the identity of each PSAP along with the related quantity and type of circuits for which TSP coverage is requested. (e.g., Topeka Main Ave PSAP: 5 PSAP trunks and 2 ALI data circuits).
3. Upon notification that the FCC will act as the PSAP's federal sponsor, the PSAP administrator accesses the NCS web-site at (<http://tsp.ncs.gov>) to establish a TSP account. [Select "E-forms", then "Register to use e-forms."]
4. The NCS will provide a login ID and password.
5. The PSAP re-enters the NCS web-site (using the login ID and password) and fills out the application form. [Select "E-forms", then "Access to e-forms application", then "TSP request for service users (Form 315)]."
6. The NCS approves TSP coverage and provides the PSAP administrator with TSP authorization codes for each circuit. (e.g., TSP02H682)
7. The PSAP administrator notifies the service provider of the TSP authorization codes and requests TSP service.
8. The service provider issues the appropriate service order activity to establish the TSP service on each circuit and enters it into the priority service operations support systems.