

Instructions for Completing Form 479 for Compliance with the Children's Internet Protection Act

The Form 479 provides notification to a Billed Entity by an Administrative Authority of the status of the Administrative Authority's compliance for the purposes of CIPA.

~The Form 479 is the third form a library must file in the E-Rate Application Process~

When to File

Libraries should begin filing a Form 479 for the upcoming Funding Year in April of each year.

How to File

WVLC suggests libraries complete the fillable Form 479 from <http://www.librarycommission.wv.gov/services/libraries/Pages/default.aspx>, print, sign and mail the form to the attention of the E-Rate Coordinator who will keep it on file per USAC instructions.

Reminder: The West Virginia Library Commission will continue to submit the E-Rate forms associated with Internet access (56K/T1 frame relay lines).

Applicant's Form Identifier

Assign the form a number or name that suits the library's record-keeping needs.

Block 1 – Administrative Authority Information

All of the information requested in Block 1 is informational.

- Item 1:** Fill in the name of the Administrative Authority (this is the name of the Library). Each library that has a branch, must complete a Form 479 for each of their branches.
- Item 3:** Fill In your mailing address of the library, name of the contact person, phone number, fax number and email address.

Block 2 – Certifications and Signature

- Item 4 and 5:** Please read
- Item 6:** You should check **6a**.
- Item 7:** Signature of the authorized person (*in BLUE ink*)
- Item 8:** Date signed
- Item 9:** Print the name of the authorized person
- Item 10:** Title of the authorized person
- Item 11:** Telephone number of the authorized person

For more detailed instructions, download the FCC Form Instructions at

<http://www.usac.org/sl/tools/forms/default.aspx>

For assistance with completing the Form 479 or any of the FCC E-Rate Forms contact:

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To receive updates and reminders regarding the E-Rate Program, join the WVLC E-Rate Listserv at

<http://listserv.wvlc.lib.wv.us/mailman/listinfo/erate>.

<http://www.librarycommission.wv.gov/services/libraries/erate/Pages/default.aspx>