



Tribal Access Request Form

To return this access request form or ask a question, email LifelineProgram@usac.org

Creating a User Account

A federally recognized Tribal Nation, including authorized Tribal Nation entities and their agents, as well as social service agencies and other third parties approved by USAC for purposes of assisting individuals in applying for Lifeline support (each individually referred to as a “Tribal agency”), may assist a prospective subscriber with submitting an application through the National Verifier (NV).

Deactivating a User Account

If an NV user, at any time, no longer needs or no longer should have access to the NV, the applicable Tribal agency must notify USAC immediately via email at LifelineProgram@usac.org.

In the event that USAC receives allegations of abuse or fraud, or if unusual activity is observed, USAC will immediately deactivate the user account and will subsequently contact the authorized Tribal agency leader or delegate for the relevant Tribal agency. Additionally, USAC reserves the right to deactivate or terminate a user’s use of or access to the NV at any time, with or without notice.

Reauthorizing a User Account

Each Tribal agency that has access to the NV must complete a user reauthorization quarterly. The authorized Tribal agency leader or delegate designated to coordinate user accounts will be required to verify a list of current user information provided by the Lifeline program for each user to retain access to the NV. Failure to reauthorize a user will result in deactivation of the user account.

This section is for Lifeline Program staff only.

Lifeline Program staff member: _____ Signature: _____



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Creating a New User Account

Complete page two (2) of this Tribal Access Request Form to set up a user account for the NV. The authorized Tribal agency leader is required to sign off on all new user accounts. A Tribal Access Request Form must be completed for each user, and each user must be assigned a Tribal-NV account type.

A Tribal agency is limited to no more than seven (7) Tribal-NV user accounts.

- Tribal-NV will allow the user to submit applications for individual consumers in the NV.

Once a user account is created, the user will receive a temporary password via email. Upon logging into the NV the first time, the user must accept the NV Terms and Conditions. Tribal-NV users must register for a representative ID using the Representative Accountability Database (RAD). An authorized Tribal agency leader must only authorize users who are able to bind the Tribal agency to the NV Terms and Conditions and RAD Terms and Conditions for Tribal-NV user accounts, located at <https://www.usac.org/lifeline/national-lifeline-accountability-database-nlad/how-to-use-nlad/account-types/>.

A user must (1) be at least 18 years old, (2) access and use the NV within the United States, including its various states and territories, (3) read and accept the NV Terms and Conditions on behalf of the user and the Tribal agency on whose behalf the user is accepting the NV Terms and Conditions, (4) agree to use the NV only for the purposes of their job and as limited by the NV Terms and Conditions, and (5) destroy any data obtained through the NV when it is no longer needed.

Tribal Agency User

Tribal Agency Name:			
User Name:		Title:	
Street Address:			
	City:	State:	Zip Code:
Phone Number:		Email:	
User Type:	<input type="checkbox"/> Tribal - NV		
	I have read this Tribal Access Request Form and understand my obligations.		
User Signature:		Date:	

Authorized Tribal Agency Leader

Leader Name:		Title:	
Street Address:			
	City:	State:	Zip Code:
Phone Number:		Email:	
	I have read this Tribal Access Request Form and understand my obligations.		
Leader Signature:		Date:	

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Lifeline Program staff member: _____ Signature: _____



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Assigning or Reassigning a Delegate or Authorized Tribal Agency Leader

If the Tribal agency's authorized leader or delegate should change at any time, the current authorized Tribal agency leader must complete and return page three (3) of this document to LifelineProgram@usac.org.

A delegate is an individual that a Tribal agency's leader appoints to coordinate the quarterly user reauthorization process and who is authorized to bind the Tribal agency. To assign a delegate, the Tribal agency leader must complete the information outlined below and return the completed request to LifelineProgram@usac.org. If the delegate also needs a Tribal-NV user account, page two (2) of this request must be completed and submitted for the delegate.

If a delegate should no longer be the point of contact at any time, the appointing Tribal agency's leader must notify USAC immediately via email at LifelineProgram@usac.org. The Tribal agency's leader is also expected to complete and return page three (3) of this document if a new delegate is to be appointed. In the event that USAC receives allegations of abuse or fraud, or if unusual activity is observed, USAC will immediately deactivate the delegate and will subsequently contact the Tribal agency's leader.

Authorized Tribal Agency Leader

Tribal Agency Name			
Leader Name:		Title:	
Street Address:			
	City:	State:	Zip Code:
Phone Number		Email:	
Leader Signature:		Date:	

Delegate (if applicable)

Delegate Name:		Title:	
Street Address:			
	City:	State:	Zip Code:
Phone Number:		Email:	
Delegate Signature:	I have read this Tribal Access Request Form and understand my obligations.		
		Date:	

New Authorized Tribal Agency Leader (if applicable)

New Leader Name:		Title:	
Street Address:			
	City:	State:	Zip Code:
Phone Number:		Email:	
New Leader Signature:	I have read this Tribal Access Request Form and understand my obligations.		
		Date:	

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Lifeline Program staff member: _____ Signature: _____