

Sample worksheet. Kestrel Voice Networks, LLC is a fictional company; every name, number and filing detail here is invented to show what a real worksheet contains.

RMD Annual Recertification Worksheet

Kestrel Voice Networks, LLC · FRN 0000000000 · RMD00000000

This worksheet walks you through the FCC's annual Robocall Mitigation Database recertification using the information currently on file for Kestrel Voice Networks, LLC. Work through sections 2 to 4 before the window opens, then follow section 5 on or after February 1.

<p>DEADLINE</p> <p>Monday, March 1, 2027</p> <p>Window opens Monday, February 1, 2027. You can recertify once per window.</p>	<p>FCC FEE</p> <p>None in effect</p> <p>A \$100 annual fee will apply once the FCC announces it (FCC FAQ, July 9, 2026).</p>
<p>YOUR FILING ON RECORD</p> <p>Last updated March 14, 2025</p> <p>Last recertified February 18, 2026.</p>	<p>WHO YOU NEED</p> <p>An officer, plus the login</p> <p>The officer e-signs under penalty of perjury. Whoever logs in needs the FCC username linked to your FRN and its multi-factor app.</p>

YOUR ACTION ITEMS

- Before February 1:** confirm your FCC login and multi-factor app work, and choose the officer who will sign. (section 2)
- Name your call analytics system or vendor in your plan; it currently describes analytics only in general terms. (section 3 notes)
- Check that your plan explains your partial implementation without relying on an expired extension. (section 3 notes)
- February 1 to March 1, 2027:** review your plan, update any changed fields and recertify. (sections 4 and 5)

1 What recertifying means

Every provider with an existing RMD filing must recertify it each year by March 1, confirming that everything in the filing is accurate and truthful, including the STIR/SHAKEN certification you selected (47 CFR § 64.6305(h); FCC FAQ 17). Updating your filing during the year does not count as recertifying. Recertifying is a separate step with its own button, and it only appears during the February window (FAQ 16, 17).

2 Before February 1: get ready

- ☐ **Confirm you can log in.** You need an FCC username associated with FRN 0000000000 and multi-factor authentication set up (Google Authenticator, Okta Verify or a security key). If the person who created the filing has left, the CORES help desk can link a new username to your FRN: 877-480-3201, weekdays 8 a.m. to 6 p.m. ET. (FAQ 14, 15)
- ☐ **Check your business name and address in CORES.** These two fields are read-only in the RMD and come from CORES, the FCC's registration system. If either is out of date, fix it in CORES first. CORES changes are themselves due within 10 business days of any change. (FAQ 16)
- ☐ **Choose the officer who will sign.** The declaration is made under penalty of perjury, so the signer should be an officer who can stand behind every answer.
- ☐ **Open your current mitigation plan** (Kestrel_Robocall_Mitigation_Plan_2024.pdf) and review it against the checklist in section 4.

3 Your filing, field by field

Left column: what the public database shows for Kestrel Voice Networks, LLC today. Right column: what to confirm before you recertify.

FIELD	ON FILE NOW	CONFIRM
Business name	Kestrel Voice Networks, LLC	Matches CORES. Change it there, not here (section 2).
Business address	410 Sample Avenue, Suite 200, Dayton OH 45402	Matches CORES. Change it there, not here (section 2).
Filing type	Voice Service Provider Non-Gateway Intermediate Provider	Still complete? If you also carry or route other providers' calls, you may also be an intermediate provider; if you receive calls directly from foreign providers at US facilities and pass them to another US provider, a gateway provider. Select every role that applies. (FAQ 1)
Foreign voice service provider	No	Still correct. This depends on where you provide service, not where you're incorporated. (FAQ 3)
Principals, affiliates, subsidiaries, parents	Dana Whitfield Marcus Ellery	Lists at least one individual principal (an owner, director, officer or manager) plus any affiliates, subsidiaries and parent companies. Remove anyone who has left. (FAQ 4)
Other FRNs, DBA names, previous names	None Kestrel Voice None	Enter "None" where none apply; separate multiple entries with semicolons.
Robocall mitigation contact	Dana Whitfield President, Operations	Still the right person to handle robocall issues for your company.

FIELD	ON FILE NOW	CONFIRM
Contact phone and email	+1 (937) 555-0142 compliance@kestrelvoice.example	Both reach the contact and are monitored.
Role in the call chain	Voice Service Provider with a STIR/SHAKEN implementation obligation serving end-users	Matches how you operate today. The form offers four voice-provider options; choose exactly one. (Instructions III.c.x)
Formal action or investigation in the past two years	No	Covers your company and any entity sharing ownership, management, directors or control, including FCC Notices of Apparent Liability, show-cause orders and RMD removal orders. (FAQ 6)
Operating Company Number (OCN)	Not shown on your public filing	The current form asks whether you have an OCN. Select "No" if you don't; you aren't required to get one. (FAQ 5)
STIR/SHAKEN certification	Option 2: Partial STIR/SHAKEN Implementation	Matches your network today. Option 1 is only for a fully IP-based network with complete implementation. (FAQ 9)
Mitigation plan	Kestrel_Robocall_Mitigation_Plan_2024.pdf Four-page plan dated February 20, 2024	Review it against section 4.
Declaration	Signed by Dana Whitfield on February 20, 2024	Recertifying requires a new declaration and officer e-signature.

Worth a second look in your filing

These notes come from reading your public filing next to the FCC's guidance. They describe what your filing says, not a conclusion about compliance; if any of them raises a question about your situation, take it to your telecom counsel before you recertify.

CALL ANALYTICS IN YOUR PLAN

Your plan says Kestrel "uses industry-standard analytics to flag suspicious traffic" but doesn't say what that system is or who provides it.

The FCC's FAQ asks filers to state whether they use data analytics and, if they do, to describe the system and name any third-party vendor. If an underlying provider performs the analytics for you, the plan should name that provider (FAQ 12). Before recertifying, consider adding a sentence that names the system or vendor you actually use.

YOUR STIR/SHAKEN OPTION

Your filing certifies **Option 2, Partial STIR/SHAKEN Implementation**, and you're also registered as an intermediate provider. Your plan should identify why implementation is partial and any extension or exemption you rely on. The small-provider extensions have expired (June 30, 2022 for non-facilities-based providers and June 30, 2023 for facilities-based providers), so a plan that still cites one of them needs updating (FAQ 10).

4 Your robocall mitigation plan

Every filer must upload a plan describing its robocall mitigation program (FCC filing instructions, III.c.xiv). As a filer registered as voice service provider and non-gateway intermediate provider, the FCC's rules ask your plan to cover the points below. Read your plan with this list and tick each item it truthfully covers.

- ☐ Describes the specific reasonable steps you take to avoid originating illegal robocall traffic. (47 CFR § 64.6305(d)(2)(ii))
- ☐ Describes how you know your end-user customers (know-your-customer). (47 CFR § 64.1200(n)(4); FAQ 13)
- ☐ Describes any procedures you use to know your upstream providers. (§ 64.6305(d)(2)(ii); FAQ 13)
- ☐ Describes how you know your upstream providers (know-your-upstream-provider), as an intermediate or gateway provider. (47 CFR § 64.1200(n)(5); FAQ 13)
- ☐ States whether you use data analytics. If you do, describes the system and names any third-party vendor; if you rely on an underlying provider for analytics, names that provider. (FAQ 12)
- ☐ Commits to respond fully, within 24 hours, to all traceback requests from the FCC, law enforcement and the industry traceback consortium, and to cooperate with them in stopping illegal robocallers. (§ 64.6305(d)(2)(iii))
- ☐ Because you selected Option 2 or 3: identifies the extension or exemption that applies and explains why. The small-provider extensions expired on June 30, 2022 (non-facilities-based) and June 30, 2023 (facilities-based) and can no longer be relied on. (FAQ 10)
- ☐ Contains any answer that didn't fit in a form field, and the form says which section of the plan to look in. (FAQ 8)
- ☐ Describes what your company actually does today, not what it plans to do. Your officer certifies it under penalty of perjury. (47 CFR § 1.16)

WHY WE DON'T WRITE YOUR PLAN

Your officer certifies the plan under penalty of perjury, so it should describe what your company actually does today, in your own words. A plan that describes procedures you don't follow can create more risk than a shorter, accurate one. If you change it, upload the new version as a PDF when you recertify. To keep part of it confidential, see FCC FAQ 7 before uploading.

5 Recertifying, February 1 to March 1, 2027

- 1 Go to fccprod.servicenowservices.com/rmd and click **Log In**. Enter your FCC username and password, click **Sign In**, and complete the multi-factor prompt.
- 2 Under **My Filings**, click **Kestrel Voice Networks, LLC** (RMD0000000).
- 3 Click **Recertify** at the top right of the form. If it isn't there, one of these is the reason: you aren't logged in with a username tied to FRN 0000000000; the window isn't open yet; the filing was first submitted this calendar year; it was already recertified this year; or it was removed by enforcement. (FAQ 17)
- 4 Update any fields you flagged in section 3. Business name and address can't be edited here. Change them in CORES, log out of the RMD, log back in and open the filing again, and the new values will appear.
- 5 If your plan changed, upload the new PDF.
- 6 Have your officer check the declaration and type their name in **Officer e-Signature**.
- 7 Click **Submit**, then **Return Home** on the confirmation page.

- 8** Open the filing again and check that a **Last Recertified** date appears at the top right. Save a screenshot for your records. A filing can be recertified only once per window, so later corrections go through **Revise**. (FAQ 17)

6 The rest of the year

Ongoing obligations

- ☐ Update your RMD filing within 10 business days of any change to its information, including ownership changes. The FCC's base forfeiture for missing this is \$1,000, on a continuing basis. (FAQ 16)
- ☐ Update CORES within 10 business days of any change to your registration information. (47 CFR § 1.8002(b)(2))
- ☐ If you stop operating as a voice service or intermediate provider, delete the filing or update it to say so. (FAQ 16)
- ☐ Next recertification: February 1 to March 1, 2028.

FCC help lines

CORES help desk (usernames, FRN access)
877-480-3201, weekdays 8 a.m. to 6 p.m. ET

FCC Service Center (other login issues)
202-418-1200 · Service-Center@fcc.gov

RMD staff (database errors, special assistance)
RobocallMitigationDatabase@FCC.gov

7 Sources

- FCC, Robocall Mitigation Database Frequently Asked Questions for Filers, last updated July 9, 2026
- FCC, Robocall Mitigation Database External Filing Instructions, version July 2026
- FCC Wireline Competition Bureau, Public Notice DA 26-72, January 22, 2026
- 47 CFR § 64.6305, robocall mitigation and certification
- Your public RMD filing, RMD0000000, as viewed October 30, 2026

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