

Office of the Minnesota Secretary of State

Minnesota Business Snapshot Bulk Data Request



Read the instructions before completing this form.

Name: _____

Address: _____

Daytime Phone Number: _____

Email Address for Download: _____

Signature _____ Date _____

In order to receive and access the information, your delivery email address will need to be registered as an online account. If you have not registered, please create an online account at mbportal.sos.mn.gov.

Bulk Order Request of Minnesota Business Snapshot Data:

The fulfillment of each request will include a complete set of the most recent responses provided by the business.

Business Records with Minnesota Business Snapshot Responses. Fee = \$100

Order Intervals

Check this box to receive the Minnesota Business Snapshot Responses on a monthly recurring basis. Fee = \$100 each month

Payment Options:

Payment Enclosed

Secretary of State Account Number: _____

Instructions

A Data Request is a means for requesting a set of records based on responses provided from the Minnesota Business Snapshot (MBS) survey. Note: Submission of this information is voluntary and is only asked for from an original filing and subsequent annual renewals and/or annual reinstatements.

A Minnesota Business Snapshot Bulk Order Implementation guide will be provided with your bulk order; however, if you would like to review the implementation guide prior to placing your order, please contact this office at the phone number below.

Data can be purchased in bulk on either a one-time basis or as a recurring monthly order. Each data set is a complete set of the most recent Minnesota Business Snapshot responses provided by the business. Monthly orders are not updates, but complete sets. A signed license agreement is required before any data is provided. Monthly orders are processed at the beginning of each month.

Initial One-Time Order: A signed license agreement will be needed prior to processing your order.

Monthly Orders: Monthly orders are processed the beginning of each month.

Minnesota Business Snapshot bulk order data will consist of these main record types: Business Record Data and Minnesota Business Snapshot Questions and Response Answers. The same file and record formats are used for all bulk orders, whether they are an initial one-time order or a monthly order.

The data is provided as a comma separated value (CSV) file. The file is delivered as a compressed (zip file).

Note: In order to receive and access the information, your delivery email address will need to be registered as an online account. If you have not registered, please create an online account at mbportal.sos.mn.gov.

Minnesota Business Snapshot Data Fees:

Business records with Minnesota Business Snapshot Responses = \$100

Business records with Minnesota Business Snapshot Responses on a monthly recurring basis = \$100 each month

Note: Government Agencies (Federal, State, County and City) will not be charged for this bulk data set.

Payable to the MN Secretary of State

MAIL TO:

Minnesota Secretary of State - Business Services
First National Bank Building
332 Minnesota Street, Suite N201
Saint Paul, MN 55101
(Staffed 8:00 - 4:00, Monday - Friday, excluding holidays)

Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.