



**STATE OF MINNESOTA**  
Office of Minnesota Secretary of State  
Steve Simon

**Active Business Data Order Request and Agreement to Provide Service**

**Fee: \$30 for all active business types**

**Check the box indicating how the electronic file should be processed: (Required)**

- Active Business Data (Onetime \$30.00)
- Active Business Data (Ongoing weekly order). \$30.00 will debited from client account each week.

Money to cover the costs of ongoing weekly orders must be deposited in advance. You will be responsible to maintain sufficient funds to cover this request. This agreement can be terminated by the Office of the Minnesota Secretary of State at any time for non-payment.

\$30 x \_\_\_\_\_ weeks = Total Fee deposited \$ \_\_\_\_\_

Please complete the following information:

**1. Order Information: (Required)**

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**DELIVERY EMAIL (Required):** \_\_\_\_\_

In order to receive and access the Active Business Data 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 <https://mbportal.sos.state.mn.us/>.

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

**Note:** The telephone number and type of business conducted are NOT AVAILABLE from this office.

The Office of the Minnesota Secretary of State will provide an electronic list of active business names and the primary address on record for the business types below:

Assumed Name – Note: One nameholder and address will also be provided

Cooperative Association

Cooperative (Domestic)

Cooperative (Foreign)

Business Corporation (Domestic)

Business Corporation (Foreign)

Limited Liability Company (Domestic)

Limited Liability Company (Foreign)

Limited Liability Partnership (Domestic)

Limited Liability Partnership (Foreign)

Limited Partnership (Domestic)

Limited Partnership (Foreign)

Nonprofit Corporation (Domestic)

Nonprofit Corporation (Foreign)

OSS makes no representation that data provided in response to a customer order are appropriate or available for use in other locations, and access to data in territories where their content are illegal is prohibited. Those who choose to access this data do so of their own initiative and are solely responsible for compliance with applicable local laws. Any claims relating to, and the use of, this data are governed by the laws of the State of Minnesota.

Under no circumstance shall OSS be held liable for any direct, indirect, special, incidental or consequential damages, including, but not limited to, loss of data or profit, arising out of the use, or the inability to use, this data, even if this office has been advised of the possibility of such damages.

OSS shall under no circumstances be liable for any actions taken or omissions made from reliance on the data contained herein from whatever source or any other consequences from any such reliance.

OSS provides these records "as is." Records are derived from information residing on the OSS database at the time the inquiry was executed. OSS makes no warranty or representation regarding the accuracy of the information provided. OSS does not certify the authenticity of information provided by third parties.

While all attempts are made to insure the correctness and suitability of information under the control of OSS and to correct any errors brought to the attention of OSS, no representation or guarantee can be made as to the correctness or suitability of that information or any linked information presented, referenced, or implied.

Pursuant to Minnesota Statutes, section 336.9-531, "the state, the secretary of state, counties, county recorders, and their employees and agents are immune from liability that occurs as a result of errors in or omissions from information provided from the central filing system."

This information cannot be presented by a user as the "Official" records of OSS. Only OSS may present this information as "Official". Records may state that they were obtained from the computerized files of OSS. Information presented on the site is collected, maintained, and provided for the convenience of the reader.

If you agree to the above terms, please sign and date this agreement.

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*Requestor's Signature*

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*Date*

Please sign this agreement and make payment payable to "Secretary of State." Submit all items together and mail to the address below:

Office of the Minnesota Secretary of State  
Attn. Certification  
First National Bank Building,  
332 Minnesota Street, Suite N201  
Saint Paul, MN 55101

If you have any questions, please contact the Business Services Helpdesk at: 651-296-2803 (Metro Area); 1-877-551-6767 (toll-free); or Minnesota Relay Service: 711.