



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

**Minnesota Business Snapshot (MBS) Customized Order Request and Agreement to Provide Service**

The Office of the Minnesota Secretary of State will provide an electronic list (csv file) of business records that have a complete set of active MBS Survey Responses based on your search criteria.

Fee: \$35 for each order

Complete the information below for your customized order request.

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

Contact Person:

Phone Number:

Name:

Address:

City:

State:

Zip:

**DELIVERY EMAIL (Required):**

**2. Select the Search Criteria for this MBS Customized Request: (Required)**

**MBS Survey Question**

Only one MBS Survey Question can be checked.

If the MBS Survey Question checked below has a MBS Response, it will be included in the CSV file with all other MBS responses for the business record.

How many Minnesota – based full time employees (or FTE equivalents) does this entity currently have?

- 0-5
- 6-50
- 51-200
- 201-500
- Over 500

Does the owner or a member of the ownership group of this entity self-identify as a member of any of the following communities?

- Woman
- Member of a community of color
- Veteran
- Member of a disability community
- Member of an immigrant community

Using NAICS codes below, please select the code that best describes this entity. If you believe this entity falls into more than one category, please select the category that generates the majority of the entity's revenue.

- a) Agriculture, Forestry, Fishing and Hunting (Code 11)
- b) Mining (Code 21)
- c) Utilities (Code 22)
- d) Construction (Code 23)
- e) Manufacturing (Codes 31-33)
- f) Wholesale Trade (Code 42)
- g) Retail Trade (Codes 44-45)
- h) Transportation and Warehousing (Codes 48-49)
- i) Information (Code 51)
- j) Finance and Insurance (Code 52)
- k) Real Estate Rental and Leasing (Code 53)
- l) Professional, Scientific, and Technical Services (Code 54)
- m) Management of Companies and Enterprises (Code 55)
- n) Administrative and Support and Waste Management and Remediation Services (Code 56)
- o) Educational Services (Code 61)
- p) Health Care and Social Assistance (Code 62)
- q) Arts, Entertainment, and Recreation (Code 71)
- r) Accommodation and Food Services (Code 72)
- s) Other Services (except Public Administration) (Code 81)
- t) Public Administration (Code 92)

Is this entity a full time or part time endeavor for those primarily responsible for operating this entity?

- Full time
- Part time

If applicable, what were this entity's gross revenues for the past year?

- \$0 - \$10,000
- \$10,001 - \$50,000
- \$50,001 - \$250,000
- \$250,001 - \$1M
- Over \$1M

### **Zip Code and/or City**

You may select a MBS Survey question in conjunction with a specific Zip Code and/or City.

If the MBS Survey Question has not been checked, then you will receive all MBS Survey Responses within the specific zip code and city listed.

Zip Code(s) or Zip Code Range: Note: Twin cities metro area would be 550 – 554 zip code range.

Note: The zip code or city searched is the primary address for the entity type(s) selected. Example, Business Corporations will search the registered office address. The registered office address will also list the agent for service of process, if available.

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**OR**

Cities:

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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.

\_\_\_\_\_  
*Requestor's Signature*

\_\_\_\_\_  
*Date*

Please sign this agreement and make out a check payable to "Secretary of State." Mail your signed agreement and fee to:

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.