



Secretary of State
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North Carolina Secretary of State

IT

Data Subscriptions

KB Website Manual

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Version 1.0

About the Data Subscriptions Manual

This manual gives an overview of all the pages and features of the Data Subscriptions section of the KB website.

The screenshot shows the official website of the State of North Carolina. At the top, it identifies the site as the "Official website of the State of North Carolina" with a link to "Here's how you know". The main header features the "Secretary of State Elaine F. Marshall" logo and a navigation menu with links for "About", "Contact", "Fees", "FAQs", "News & Events", "Topics A-Z", "Search", and "Sign In". Below this is a secondary navigation bar with "Home", "Divisions", "Programs", "Agency Information", "Online Services", "Forms", and "Popular".

The main content area is titled "North Carolina Secretary of State's Office" and features a large image of Secretary Elaine F. Marshall speaking at a podium. A dark blue text box on the left of the image reads: **Rural RISE NC**
Our Rural RISE NC initiative connects you with mentors, business counselors, funding sources, and more—within your community and beyond. And even better, many of these resources are free.

At the bottom of the page, there are four colored buttons: "Business Creation" (blue), "Business Annual Report" (yellow), "Reinstatement/Requal" (green), and "Renew Notary" (orange).

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Data Subscriptions

This manual gives an overview of the pages and features of the **Data Subscriptions** section of the Secretary of State's new KB website.

Go to the North Carolina Secretary of State's Office website at: <https://sosnc.gov>.

Select **Agency Information**.

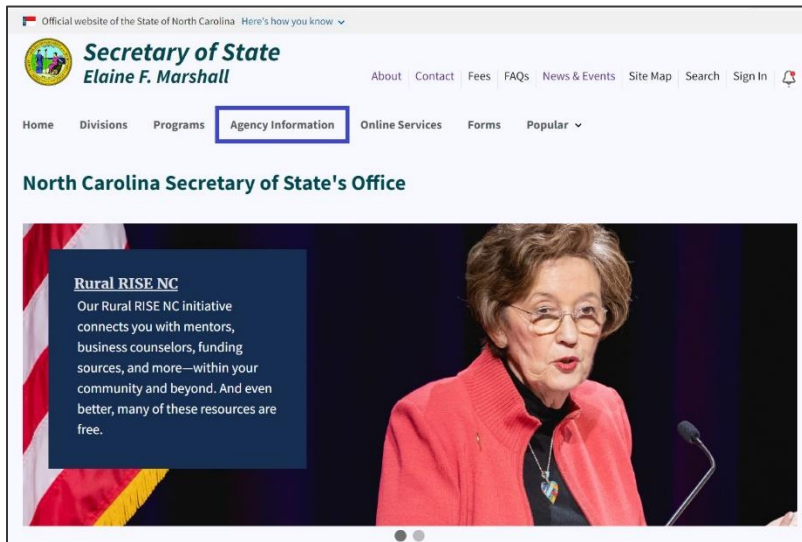


Figure 1. Programs menu highlighted

On the Programs page, select the **Data Subscriptions** link.

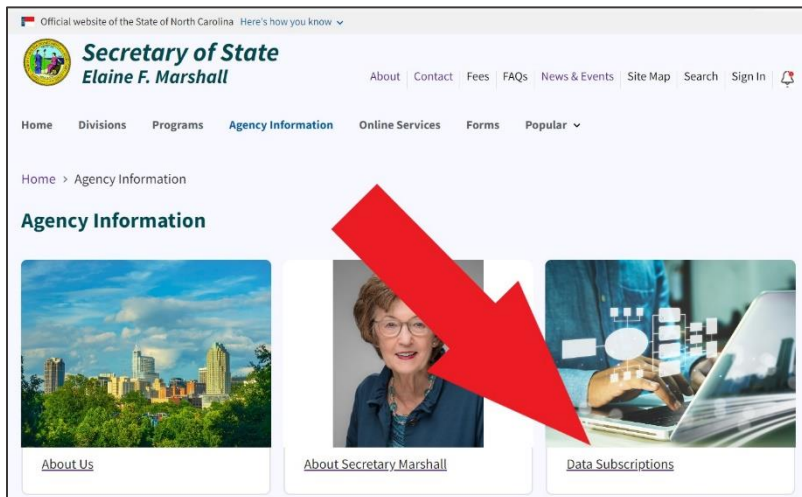


Figure 2. Red arrow pointing to the Cable Television for Franchises link

This takes you to the **Data Subscriptions** page.

Data Subscriptions



Figure 3. Data Subscriptions page

The **Browse Data Subscriptions** section has three box image links.

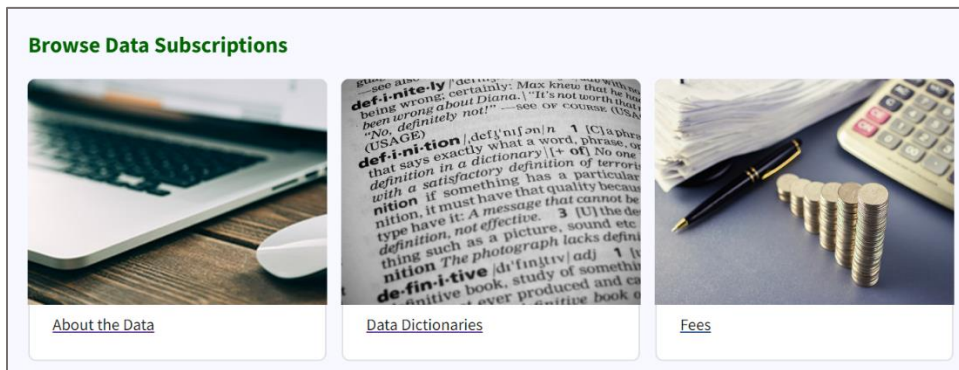


Figure 4. Browse Data Subscriptions

About the Data

Select **About the Data**.

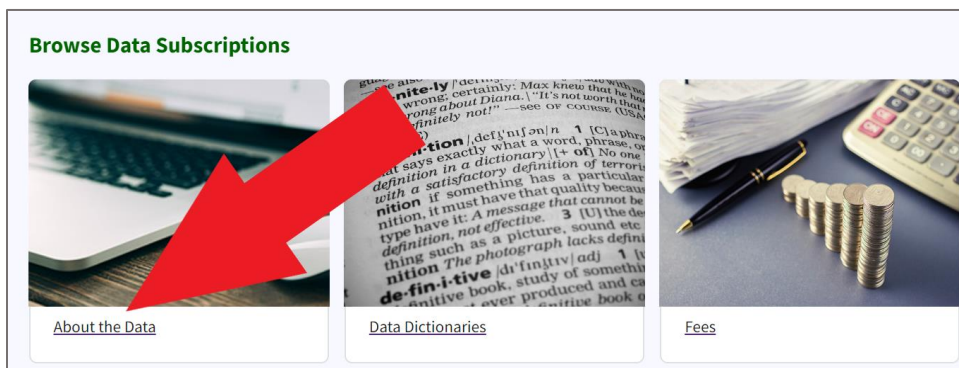


Figure 5. Search tool

The **About the Data** page has seven types of Data Subscriptions:

- Trademarks Master Files
- Charitable Solicitation Licensing Files
- Uniform Commercial Code Data
- Tax Lien Data
- Uniform Commercial Code/Tax Liens Images
- Notary Public Data
- Business Registration Data

Home > Data Subscriptions > About the Data

About the Data

Trademarks Master Files

Trademark Master Files consist of public data electronically stored and filed with the Department's Trademark Registration Section pursuant to [Article 1 of Chapter 80](#) of the N.C. General Statutes.

Charitable Solicitation Licensing Files

Charitable Solicitation Licensing Files consist of public data electronically stored and filed with the Department's Charitable Solicitation Licensing Division pursuant to [Chapter 131F](#) of the N.C. General Statutes. The Charitable Solicitation Licensing Master File does not include electronic or other images.

Uniform Commercial Code Data

The Uniform Commercial Code data contains filings, amendments, a list of debtor(s) and secured parties. There will be a minimum of one debtor and one secured party. The debtor and secured party information includes the debtor names and address information.

Figure 6. About the Data page

Trademarks Master Files

Trademark Master Files consist of public data electronically stored and filed with the Department's Trademark Registration Section pursuant to Article 1 of Chapter 80 of the N.C. General Statutes.

Charitable Solicitation Licensing Files

Charitable Solicitation Licensing Files consist of public data electronically stored and filed with the Department's Charitable Solicitation Licensing Division pursuant to Chapter 131F of the N.C. General Statutes. The Charitable Solicitation Licensing Master File does not include electronic or other images.

Uniform Commercial Code Data

The Uniform Commercial Code data contains filings, amendments, a list of debtor(s) and secured parties. There will be a minimum of one debtor and one secured party. The debtor and secured party information includes the debtor names and address information.

Tax Lien Data

Tax lien information includes the assessments amounts and release information.

Uniform Commercial Code/Tax Lien Images

Uniform Commercial Code & Tax Lien filing images are available for a separate subscription fee.

Notary Public Data

Notary public data is presented in two files. One file containing all Notary Public Commissions and the other listing new Notary Publics Commissions.

Business Registration Data

Business Registration data contains information regarding business entities registered with the North Carolina Secretary of State. Included in the data set are: Name, Home State Name, Contact and Address information, whether the business entity is Foreign or Domestic, officers/partners/directors or company officials of the business entity, status of registration, a list of filings and any stock information on file.

Name Reservations on file are also a part of the data set.

All data is updated weekly. The FTP server contains a data dictionary detailing the table structures. The data format is CSV (comma separated values).

Data Dictionaries

Click **Data Dictionaries**.

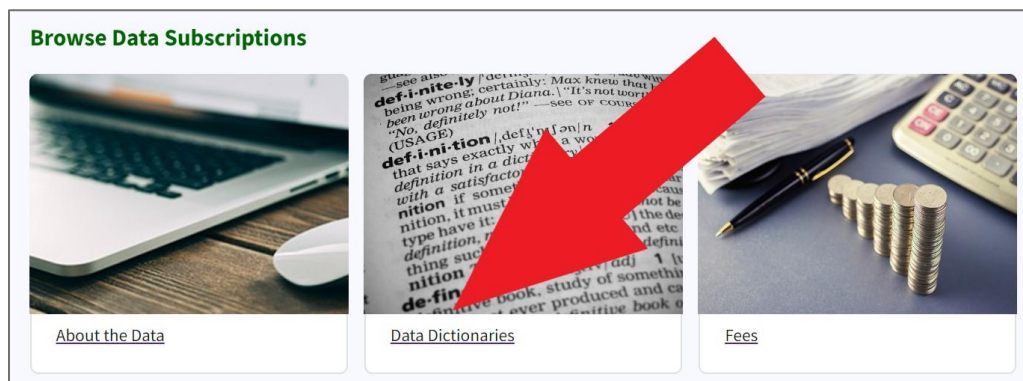


Figure 7. A red arrow pointing at the Data Dictionaries link

There are six data dictionaries in downloadable PDF format. Each data dictionary serves as a guide for the requesting party who is assumed to be experienced in relational databases. The

data dictionary describes the contents of the included formatted text files. Also, it includes an SQL script file which describes the table structure.

The six data dictionaries are:

- Assumed Names
- Business Registration
- Charities
- Federal Tax Liens
- Trademarks
- Uniform Commercial Code

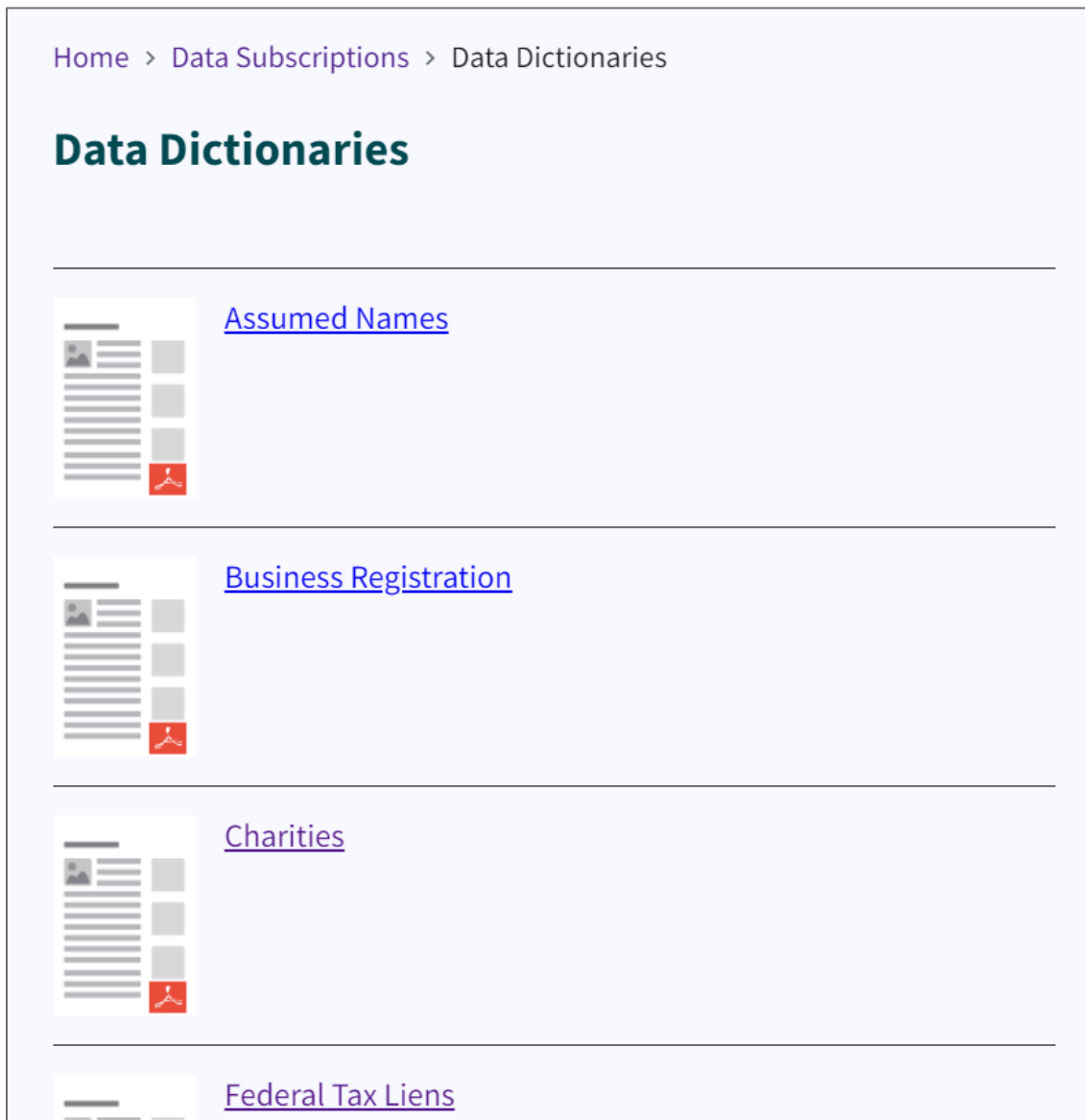


Figure 8. List of Data Dictionaries in PDF format

Fees

Click **Fees**.

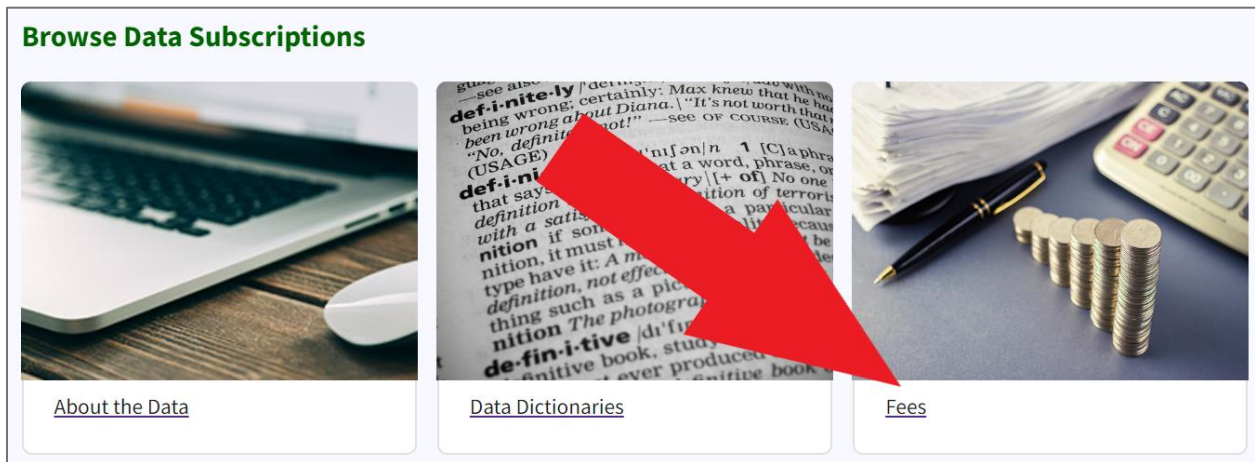


Figure 9. A red arrow pointing to the Fees link

The **Fees** page lists the fees for all data subscriptions, including a one-time set-up fee.

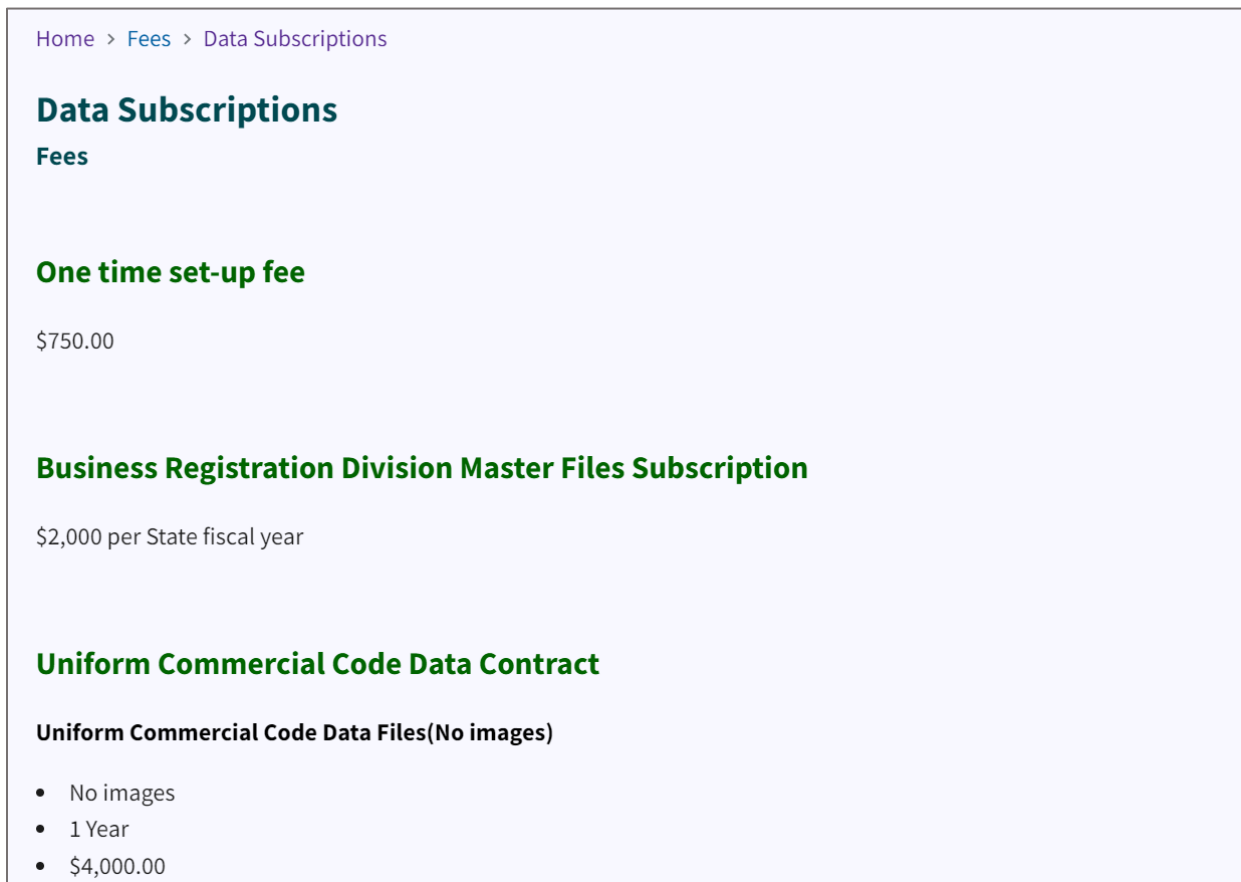


Figure 10. Data Subscriptions Fees page

The fees are:

One time set-up fee

\$750.00

Business Registration Division Master Files Subscription

\$2,000 per State fiscal year

Uniform Commercial Code Data Contract

Uniform Commercial Code Data Files (No images)

- No images
- 1 Year
- \$4,000.00

Federal Tax Lien Data Files (No images)

- No images
- 1 Year
- \$1,600.00

Notary Public Data Files (No images)

- No images
- 1 Year
- \$2,400.00

Uniform Commercial Code Image Files

- No Data
- 1 Year
- \$5,200.00

**Make checks payable to "North Carolina Secretary of State".

Trademarks Master Files

\$2,400.00

Charitable Solicitation Licensing Files

\$2,400.00

What We Do

The What We Do section of the main page explains the purpose of the Data Subscriptions and how you can subscribe for access.

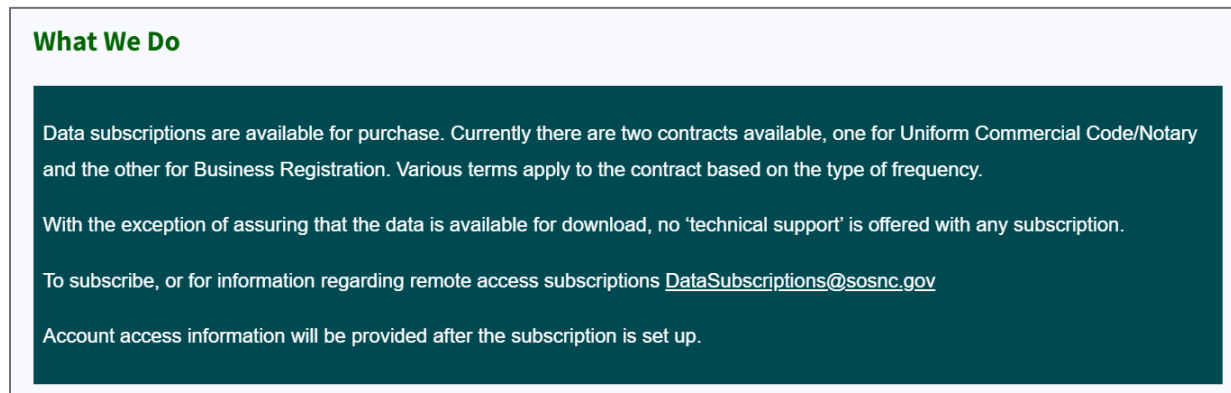


Figure 11. The "What We Do" section of the Data Subscriptions main page

Data subscriptions are available for purchase. Currently, there are two contracts available, one for Uniform Commercial Code/Notary and the other for Business Registration. Various terms apply to the contract based on the type of frequency.

With the exception of assuring that the data is available for download, no technical support is offered with any subscription.

To subscribe, or for information regarding remote access subscriptions DataSubscriptions@sosnc.gov

Account access information will be provided after the subscription is set up.

Contact Data Subscriptions

The Contact section contains the email for requesting a subscription to the data subscriptions.

Email

DataSubscriptions@sosnc.gov