



Secretary of State
Elaine F. Marshall

North Carolina Secretary of State

IT

KB Website Manual

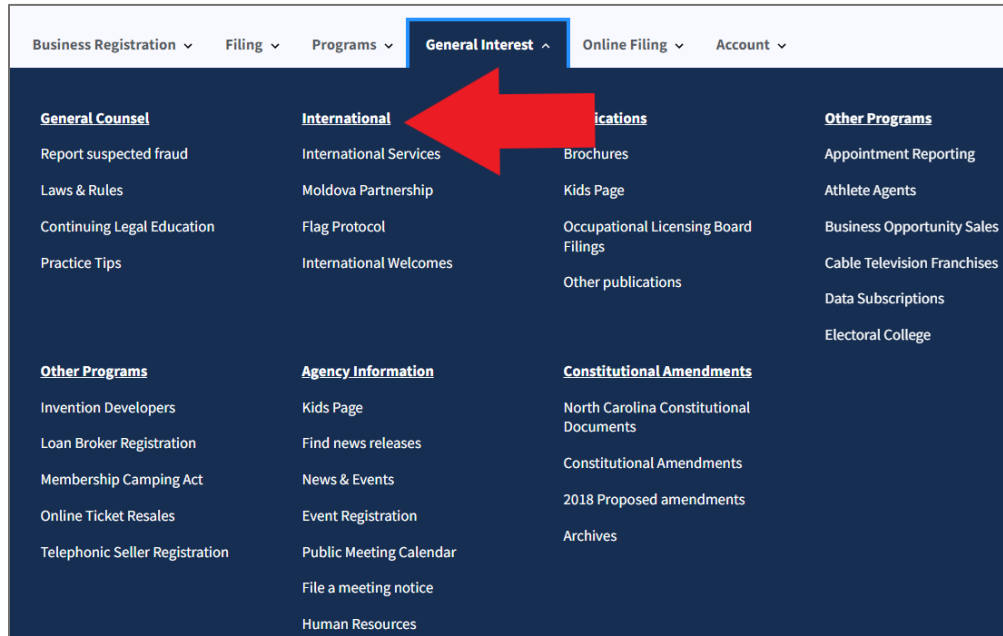
International Services

July 20, 2023

Version 1.0

About the International Services Manual

This manual gives an overview of all the pages and features of the **International Services** section of the new KB website.



The screenshot shows a navigation menu with the following structure:

- Business Registration ▾
- Filing ▾
- Programs ▾
- General Interest** ▾ (highlighted with a blue bar and a red arrow pointing to 'International Services')
- Online Filing ▾
- Account ▾

<u>General Counsel</u>	<u>International</u>	<u>Publications</u>	<u>Other Programs</u>
Report suspected fraud	International Services	Brochures	Appointment Reporting
Laws & Rules	Moldova Partnership	Kids Page	Athlete Agents
Continuing Legal Education	Flag Protocol	Occupational Licensing Board Filings	Business Opportunity Sales
Practice Tips	International Welcomes	Other publications	Cable Television Franchises
			Data Subscriptions
			Electoral College
<u>Other Programs</u>	<u>Agency Information</u>	<u>Constitutional Amendments</u>	
Invention Developers	Kids Page	North Carolina Constitutional Documents	
Loan Broker Registration	Find news releases	Constitutional Amendments	
Membership Camping Act	News & Events	2018 Proposed amendments	
Online Ticket Resales	Event Registration	Archives	
Telephonic Seller Registration	Public Meeting Calendar		
	File a meeting notice		
	Human Resources		

Table of Contents

About the International Services Manual	1
International Services	2
Browse International Services	2
Moldova Partnership	3
Browse Moldova Partnership	4
About.....	4
About Moldova	5
Photos	6
News and Events.....	6
Visits to North Carolina.....	7
Visits to Moldova	7
Diplomacy in Action	8
Reports.....	9
Partnership Projects.....	9
Agreements.....	10
Embassy of the Republic of Moldova	11
Embassy of the United States	11
What We Do.....	12
Contact Moldova Partnership.....	12
International Representatives/Consular Corps based in North Carolina	13
Center for International Understanding	13
Foreign Investment Report.....	14
International Agreements.....	14
Protocol Services.....	15
Filing International Agreements	16
Flag Protocol	16
Did you know?	18
Frequently Asked Questions	19
International Welcomes	25
What We Do.....	26

Contact International Services..... 26

International Services

The International Services information can be found under the **General Interest** section of the NC Secretary of State (SOS) website.

Go to the NC SOS website <https://test.sosnc.gov/>.

Select **General Interest > International**.

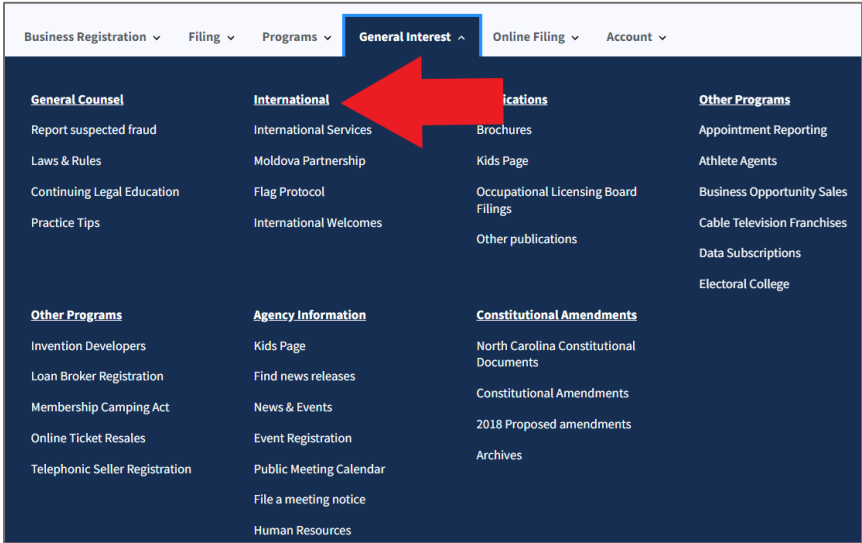


Figure 1. General Interest > International

This takes you to the **International Services** page.

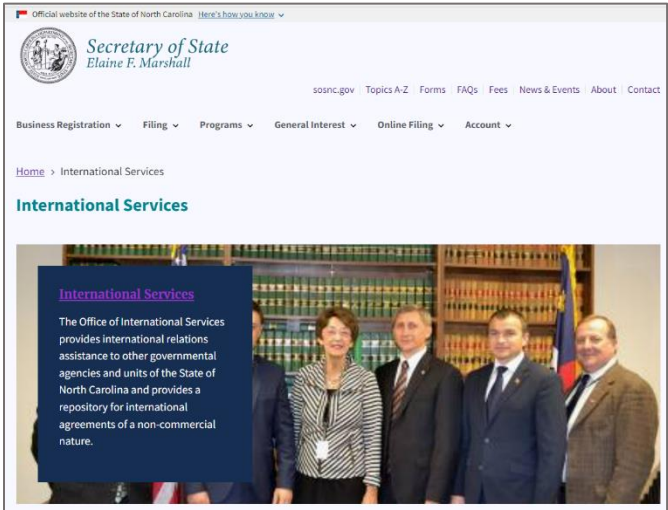


Figure 2. International Services page

International Services

This [International Services](#) page contains links and contact information for the International Services division.

The first thing you'll notice is a group photo at the top of the page with the following mission statement: *"The Office of International Services provides international relations assistance to other governmental agencies and units of the State of North Carolina and provides a repository for international agreements of a non-commercial nature."*

Browse International Services

You find ten box links under the **Browse International Services** section of the page.

These box links are:

- [Moldova Partnership](#)
- [International Representatives/Consular Corps based in North Carolina](#)
- [Center for International Understanding \(Go Global NC\)](#)
- [Foreign Investment Report](#)
- [International Agreements](#)
- [Protocol Services](#)
- [Filing International Agreements](#)
- [Flag Protocol](#)
- [Frequently Asked Questions](#)
- [International Welcomes](#)

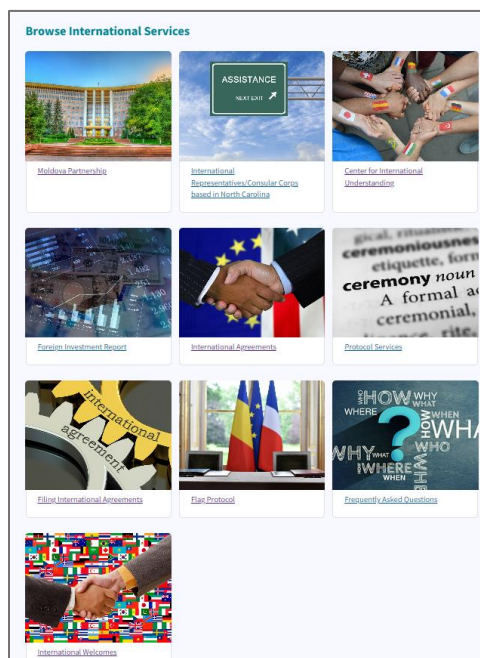


Figure 3. Browse International Services


Moldova Partnership

The [Moldova Partnership](#) page has a translate option, welcome message, and twelve box links of information about the program.

At the top of the page is a “Translate this article” dropdown with options for English and Romanian. Most of the International Services web pages have this translate option at the top of the page.

Below the translate dropdown is a “Welcome” message with a description of the partnership:

“The North Carolina - Moldova Partnership for Peace program is based upon an agreement to link these two states together to better facilitate cooperation in the areas of civil emergency operations, expansion of markets, cultural, scientific and academic exchanges, and the coordination of humanitarian efforts of many governmental and non-governmental organizations.”



The screenshot shows the official website of the State of North Carolina. At the top, it identifies the Secretary of State as Elaine F. Marshall. A navigation menu includes links for sosnc.gov, Topics A-Z, Forms, FAQs, Fees, News & Events, About, and Contact. Below this is a secondary menu with categories like Business Registration, Filing, Programs, General Interest, Online Filing, and Account. The main content area features a breadcrumb trail (Home > Moldova Partnership) and a heading for the Moldova Partnership. A 'Translate this article:' dropdown menu is set to 'English'. Below the menu is a wide photograph of a cityscape with modern buildings and a church spire. At the bottom, a welcome message reads: 'Welcome to the North Carolina Moldova Partnership Web Page!' followed by a partial paragraph: 'The North Carolina - Moldova Partnership for Peace program is based upon an agreement to link these two states together to better'.

Figure 4. Moldova Partnership page

Browse Moldova Partnership

There are twelve box links:

- [About](#)
- [About Moldova](#)
- [Photos](#)
- [News & Events](#)
- [Visits to North Carolina](#)
- [Visits to Moldova](#)
- [Diplomacy in Action](#)
- [Reports](#)
- [Partnership Projects](#)
- [Agreements](#)
- [Embassy of the Republic of Moldova](#)
- [Embassy of the United States](#)

About

The [About](#) page describes the NC and Moldova Partnership as a mutual cooperation, coordination, and understanding. At present, there are substantial NC-Moldova interactions in the academic, cultural, business, religious, and military circles.

About

Translate this article:

English

As a country, the United States benefits significantly from a more stable Moldova and one that views our country favorably. The existing relationship originally evolved from a partnership between the NC National Guard and the Defense Forces of Moldova. Clearly, that relationship remains firm and serves as a foundation. However, we need more than friendly interactions between military forces to keep our country safe and economically secure. The relationship between North Carolina and Moldova has contributed greatly to our Country's favorable presence in the eyes of the governmental, professional and civic leaders of Moldova. At present, there are substantial NC-Moldova interactions in the academic, cultural, business, religious and military circles.

Moldova is a proud country with an intelligent and educated population. Yet, Moldova presently experiences adverse economic conditions because of historical circumstances. Over the past five years, the extensive interactions between NC and Moldova institutions and peoples have provided an open window between our societies, which has a value beyond measurement in dollars, and cents. Throughout Eastern Europe the NC-Moldova partnership is viewed as one for others to emulate in order to help these countries develop civic and governmental institutions that will stand the tests of time. The formal relationship was renewed in 2010 for an additional five-year term and I have remained as the Co-Chair of the implementation committee.

[2010 Memorandum of Intent](#)

Moldova Partnership

- About
- About Moldova
- Photos
- News and Events
- Visits to North Carolina
- Visit to Moldova
- Diplomacy in Action
- Reports
- Partnership Projects
- Embassy of the Republic of Moldova
- Embassy of the United States
- Agreements

Figure 5. About page

Moldova is a proud country with an intelligent and educated population. The extensive interactions between North Carolina and Moldova institutions and peoples over the past five years have provided an open window between our societies, which has a value beyond measurement in dollars and cents. In Eastern Europe, the NC-Moldova partnership is viewed as one for others to emulate in order to help these countries develop civic and governmental institutions that will stand the tests of time. The formal relationship was renewed in 2010 for an additional five-year term.

At the bottom of the page, you find a list of links to agreements between North Carolina and Moldova.



Moldova institutions and peoples have provided an open window between our societies, which has a value beyond measurement in dollars, and cents. Throughout Eastern Europe the NC-Moldova partnership is viewed as one for others to emulate in order to help these countries develop civic and governmental institutions that will stand the tests of time. The formal relationship was renewed in 2010 for an additional five-year term and I have remained as the Co-Chair of the implementation committee.

[2010 Memorandum of Intent](#)
[Click here to see the 2010 Romanian version of the agreement](#)

[2015 Agreement](#)
[Click here to see the 2015 Romanian version of the agreement](#)

[2019 Agreement](#)
[Click here to see the 2019 Romanian version of the agreement](#)

Embassy of the United States
Agreements

Figure 6. Links to NC-Moldova agreements

The links are:

- [2010 Memorandum of Intent](#)
 - [Romanian version](#)
- [2015 Agreement](#)
 - [Romanian version](#)
- [2019 Agreement](#)
 - [Romanian version](#)

About Moldova

The [About Moldova](#) page has four headers with links:

Politics in Moldova

- <http://www.gov.md/>

“Why Invest in Moldova?”

- <http://www.parlament.md/>
- <http://www.presedinte.md/>

Tourism in Moldova

- <http://www.travel.md/>
- <http://www.moldova.md/>

Millennium Challenge Act: Republic of Moldova

- <http://mca.gov.md/>

Photos

The [Photos](#) page has 15 links to photographs by year from 2009 to present. Also, there is an additional miscellaneous (Misc.) photo link.



Figure 7. Photos page

News and Events

The [News and Events](#) page has many links to events that have taken place from 2014 to 2019. There is also a **Major Events** link and links by **year**. See **Figure 8**.

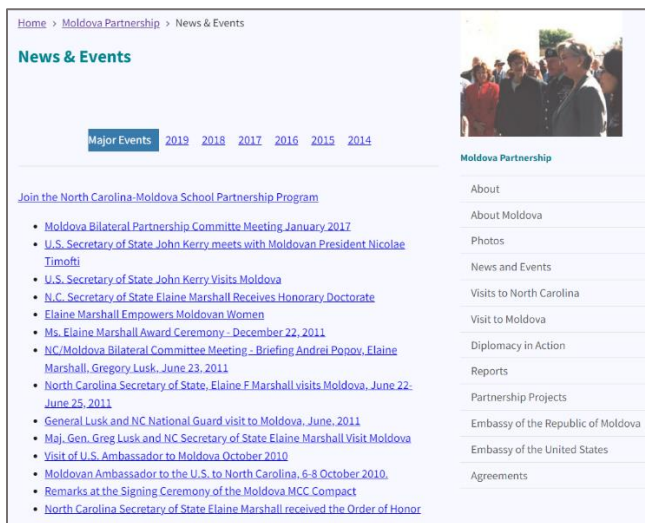


Figure 8. News and Events page

Visits to North Carolina

The [Visits to NC](#) page has the **Moldova Delegations Visit North Carolina** links by year from 2012 to 2019, featuring press releases, social media posts, and photographs from previous visits.

Home > [Moldova Partnership](#) > Moldova Delegations Visit North Carolina

Moldova Delegations Visit North Carolina

[2019](#) [2018](#) [2017](#) [2016](#) [2015](#) [2014](#) [2013](#) [2012](#)

- [The Ambassador of Republic of Moldova to the USA, Cristina Balan undertook a working visit to North Carolina, March 27-29, 2019](#)
- [Ambassador of the Republic of Moldova Visits UNC-Chapel Hill](#)
- [Moldovan Ambassador to U.S. Visits UNC Eshelman School of Pharmacy](#)
- [Ambassador Cristina Balan visited Greensboro and the Guilford Rotary Club](#)

Moldova Partnership

- About
- About Moldova
- Photos
- News and Events
- Visits to North Carolina
- Visit to Moldova
- Diplomacy in Action
- Reports
- Partnership Projects
- Embassy of the Republic of Moldova
- Embassy of the United States
- Agreements

Figure 9. Visits to North Carolina page

Visits to Moldova

The [Visits to Moldova](#) page has numerous links by year from 2012 to 2017, featuring events such as NC National Guard training, NC nurses, NC dentists, and others helping Moldovan citizens and military personnel.

Secretary Marshall's travelogue and photographs is listed among the informative links.

Home > [Moldova Partnership](#) > North Carolina Delegations Visit Moldova

North Carolina Delegations Visit Moldova

[2017](#) [2016](#) [2014](#) [2013](#) [2012](#)

- [North Carolina Dentists visit Moldova to Moldovan Children, May, 2017](#)

Moldova Partnership

- About
- About Moldova
- Photos
- News and Events
- Visits to North Carolina
- Visit to Moldova
- Diplomacy in Action
- Reports
- Partnership Projects
- Embassy of the Republic of Moldova
- Embassy of the United States
- Agreements

Figure 10. Visits to Moldova page

Diplomacy in Action

The [Diplomacy in Action](#) page has three headers with links and information.

- [Diplomacy in Action](#)
- [Millennium Challenge Process](#)
- [Millennium Challenge Act: Republic of Moldova](#)

Most of the page is focused on the **Millennium Challenge Act**:

The Millennium Challenge Corporation (MCC) is an innovative and independent U.S. foreign aid agency that is helping lead the fight against global poverty.

Created by the U.S. Congress in January 2004 with strong bipartisan support, MCC is changing the conversation on how best to deliver smart U.S. foreign assistance by focusing on good policies, country ownership, and results.

MCC forms partnerships with some of the world's poorest countries, but only those committed to good governance, economic freedom, and investments in their citizens.

MCC provides these well-performing countries with large-scale grants to fund country-led solutions for reducing poverty through sustainable economic growth.

MCC grants complement other U.S. and international development programs. There are two primary types of MCC grants: compacts and threshold programs.

- Compacts are large, five-year grants for countries that pass MCC's eligibility criteria.
- Threshold programs are smaller grants awarded to countries that come close to passing these criteria and are firmly committed to improving their policy performance.

Moldova was named eligible for MCC Threshold Program assistance on November 8, 2005 and was designated eligible for MCC Compact Program assistance on November 8, 2006.

- [U.S. Provides Additional \\$1,451,164 to Support Rule of Law in Moldova](#)
- [Notifies U.S. Congress of Intended Moldovan Compact](#)
- [Government of Moldova and Millennium Challenge Corporation Sign Agreement for Operating Costs](#)

[Home](#) > [Moldova Partnership](#) > Diplomacy in Action

Diplomacy in Action

- [Secretary's Remarks: On the Occasion of Moldova's National Day](#)
- [U.S. Relations With Moldova, Fact Sheet - April 20, 2016](#)

Congratulating Georgia, Moldova, and Ukraine on the Signing of Agreements with the European Union Press Statement John Kerry, Secretary of State June 27, 2014

Press Statement
John Kerry, Secretary of State
June 27, 2014

- <https://2009-2017.state.gov/secretary/remarks/2014/06/228518.htm>

U.S. Assistance to Moldova

Moldova Partnership

- About
- About Moldova
- Photos
- News and Events
- Visits to North Carolina
- Visit to Moldova
- Diplomacy in Action
- Reports
- Partnership Projects
- Embassy of the Republic of Moldova
- Embassy of the United States
- Agreements

Figure 11. Diplomacy in Action page

Reports

The [Reports](#) page contains a list of links for U.S. State Department reports about Moldova. See **Figure 12**.

[Home](#) > [Moldova Partnership](#) > Reports

Reports

- [2016 National Human Development Report - Moldova](#)
- [2014 Advancing Freedom and Democracy Report](#)
- [2014 Trafficking in Persons Report](#)
- [2014 Investment Climate Statement](#)
- [2015 Human Rights Report](#)
- [2015 International Religious Freedom Report - MOLDOVA](#)
- [2016 Trafficking in Persons Report - MOLDOVA](#)
- [2015-2016 Advancing Freedom and Democracy Report](#)
- [2016 Country Reports on Human Rights Practices](#)
- [2017 International Religious Freedom Report](#)
- [2017 Trafficking in Persons Report - MOLDOVA](#)

Moldova Partnership

- About
- About Moldova
- Photos
- News and Events
- Visits to North Carolina
- Visit to Moldova
- Diplomacy in Action
- Reports
- Partnership Projects
- Embassy of the Republic of Moldova
- Embassy of the United States

Figure 12. Reports page

Partnership Projects

The [Partnership Projects](#) page has information about the Moldova Agreement.

There are five box links for each partnership project:

- [Cultural Projects](#)
- [Economic Projects](#)
- [Educational Projects](#)
- [Medical Projects](#)
- [Philanthropic Projects](#)

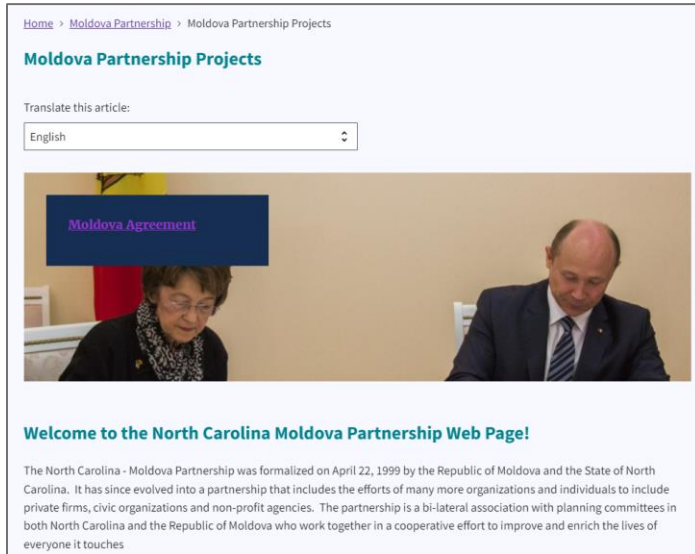


Figure 13. Moldova Partnership Projects page

Agreements

The [Agreements](#) page contains information and links to international agreements between North Carolina and Moldova in 2010 and 2015.



Figure 14. Agreements page

Embassy of the Republic of Moldova

This takes you to the [Embassy.org entry](#) for the Republic of Moldova. See **Figure 15**.

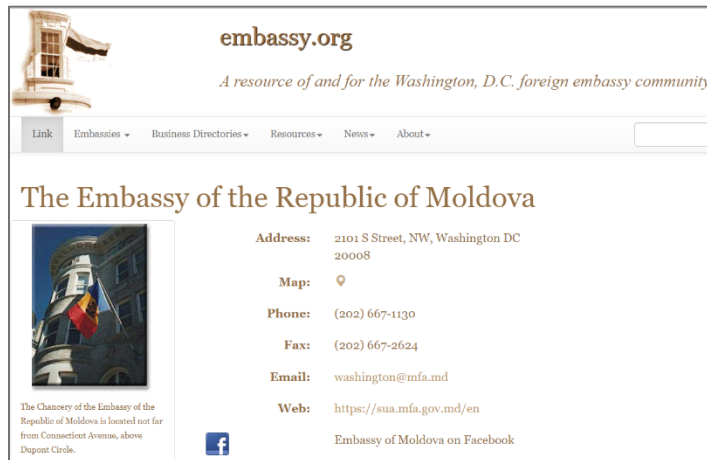


Figure 15. Embassy.org entry for Moldova's embassy

The official Embassy of the Republic of Moldova website is located at:

<https://sua.mfa.gov.md/en>.

See **Figure 16**.



Figure 16. Official Embassy of Moldova page

Embassy of the United States

The [U.S. Embassy in Moldova's](#) official website provides information about the embassy's services such as visas, U.S. citizen services, and other consular services. It also provides information about the embassy's activities and events, as well as news and press releases.

What We Do

The North Carolina - Moldova Partnership is a bi-lateral association between the State of North Carolina and the Republic of Moldova. It was formalized on April 22, 1999 by the Republic of Moldova and the State of North Carolina and has since evolved into a partnership that includes the efforts of many more organizations and individuals to include private firms, civic organizations and non-profit agencies. The partnership is based upon an agreement to link these two states together to better facilitate cooperation in the areas of civil emergency operations, expansion of markets, cultural, scientific, and academic exchanges, and the coordination of humanitarian efforts of many governmental and non-governmental organizations. The Partnership is formally renewed every five years and outlines the shared commitment of the governments of North Carolina and Moldova to the goals of mutual coordination and understanding.

Contact Moldova Partnership

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International Representatives/Consular Corps based in North Carolina

This takes you to a PDF copy of [NC Consulars Corps.pdf \(sosnc.gov\)](#). It's a directory of consuls in North Carolina.

Center for International Understanding

The [Go Global NC](#) page used to be called the Center for International Understanding. The NC Center for International Understanding (now known as Go Global NC) connects North Carolina and the world through international education and training programs that empower North Carolina leaders with the skills, understanding, connections, and knowledge needed to succeed in a global community. Its mission is to demystify other nations and cultures through people-to-people diplomacy.

At the top of this page, you find a description of “Our Work” as: *“Go Global NC (formerly the Center for International Understanding) connects North Carolina and the world. Since 1979, our international education and training programs have empowered North Carolina leaders with the skills, understanding, connections, and knowledge to succeed in a global community. Go Global NC’s work strengthens North Carolina to act, grow, and prosper.”*

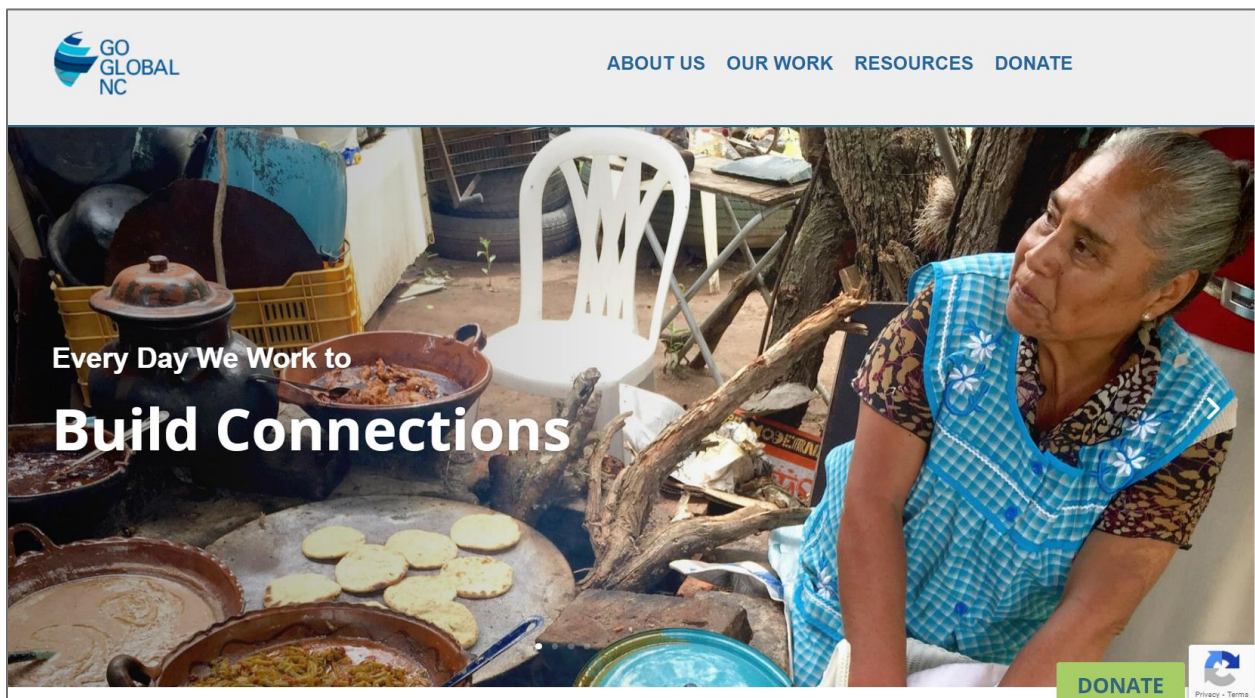


Figure 17. Go Global NC (Center for International Understanding) page

Seven circular buttons are at the bottom. See **Figure 18**. These are Go Global NC programs.

The seven programs are:

- China Programs
- Global Teachers

- Culture Correspondents
- Global Leaders
- Latino Initiative
- N.C. Coalition for Global Competiveness
- N.C. Global Advantage Forum

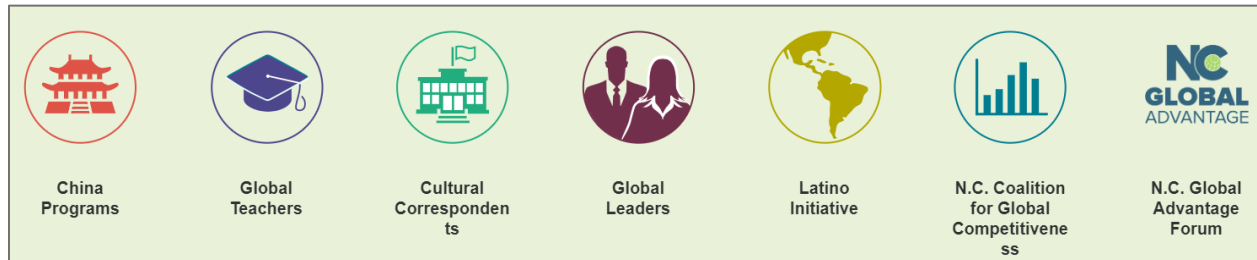


Figure 18. Seven programs under Go Global NC

Foreign Investment Report

The [Foreign Investment Report](#) page is a PDF copy of the NC Secretary of State’s **2000 Foreign Investment in North Carolina Report**. The report provides an overview of foreign investment in North Carolina and its impact on wages, employment, and culture in the state. It is intended to give North Carolinians a broad overview of foreign investment in North Carolina.



Figure 19. Foreign Investment Report page

International Agreements

The [International Agreements](#) page has a list of downloadable PDF agreements that North Carolina has with eleven foreign countries.

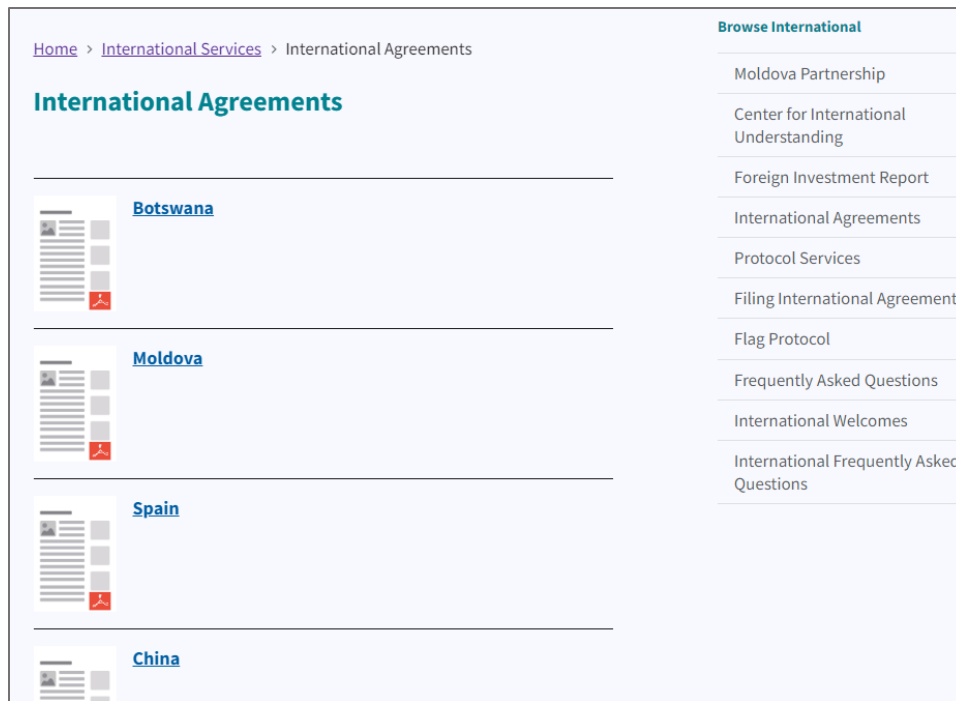


Figure 20. International Agreements page

Protocol Services

The [Protocol Services](#) page is about protocol and etiquette when dealing with international visitors. Protocol and etiquette, especially when dealing with international visitors, provide ground rules and a framework that all the participants understand.

Here are some steps:

- Properly prepare for your guests.
- Know your guests' titles and ranks, so that you can greet them properly and make sure they are seated according to their rank or position for a meeting or meal.
- In professional life, it is best to err on the side of formality. Titles should always be used when greeting people or introducing them.
- The protocol behind proper introductions is logical and easy to remember: A junior or less important person is introduced to a senior or more important person.
- Know what your guests hope to accomplish with the meeting, and how their agenda may differ from your agenda or your supervisor's. Having the agenda for the meeting written out, accompanied by a list of all participants in the meeting, is a good idea.
- Have any materials for the meeting prepared and in sufficient quantity for all of your guests. However, try not to load your international visitors down with paper, unless you can offer to ship it to your guests' country.

- Be aware of any cultural differences, including issues such as dress or diet.
- Determine before your guests arrive if a gift is necessary or appropriate. If you are unsure, it is acceptable to ask your visitors' staff in advance of the trip if they will be bringing any gifts, noting that if so, you (or your supervisor) would simply like to be able to reciprocate appropriately.

Filing International Agreements

The [Filing International Agreements](#) page has information about international agreements and memoranda of understanding.

These international agreements and memoranda of understanding of a non-commercial nature are between the State of North Carolina, or any agency of the State, and a foreign government and should be filed with the North Carolina Department of the Secretary of State Publications Division.

The Publications Division policy for filing foreign agreements is that one complete copy of the original agreement in English and any other signatory languages must be filed with the Division within thirty (30) working days after the date of signature. Filings must be mailed to:

Publications Division
N.C. Department of the Secretary of State
P.O. Box 29622
Raleigh, NC 27626-0622

Please note that only agencies of the State should file foreign agreements with us. Public educational institutions are not agencies of the state to the extent that their foreign agreements relate to their educational, research, or extension activities. Affected agencies that have entered into foreign agreements since July 1, 1999 should file copies of those agreements with us. There is no charge for filing these agreements.

Once agreements are filed with our office, certified copies may be obtained for \$10 per certification, plus \$0.20 per page and applicable North Carolina sales tax. Uncertified copies may be obtained at a cost of \$0.20 per page, plus applicable North Carolina sales tax. The Publications Division accepts cash, personal checks, business checks, and money orders for payment, but cannot accept credit cards. Please do not send cash payments by mail.

Flag Protocol

The [Flag Protocol](#) page contains the rules for flag placement during an international visit.

The page provides information on the U.S. Flag Code and the protocols for flying flags at state facilities. It also provides information on how to display the U.S. flag and other flags of nations and states.

Near the top of the page, you find three links to flag protocols for the U.S. and other countries.

- [The U.S. Flag Code](#)
- [Flags Of The World](#)
- [CIA World Factbook](#)

The [North Carolina State Government Flag Guide](#) states that it is the custom to display the flag of the state of North Carolina only from sunrise to sunset on state buildings and stationary flagstuffs in front of state buildings. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness. The board of trustees or managers of the several State institutions and public buildings shall provide a North Carolina flag, of such dimensions and material as they may deem best, and the same shall be displayed from a staff upon the top of each and every such building, at all times except during inclement weather.

Also, see [Chapter 144. State Flag, Official Governmental Flags, Motto, and Colors](#).

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 'Here's how you know'. The header features the Secretary of State, Elaine F. Marshall, and navigation links for 'sosnc.gov', 'Topics A-Z', 'Forms', 'FAQs', 'Fees', 'News & Events', 'About', and 'Contact'. A secondary navigation bar includes 'Business Registration', 'Filing', 'Programs', 'General Interest', 'Online Filing', and 'Account'. The breadcrumb trail reads 'Home > International Services > Flag Protocol'. The main heading is 'Flag Protocol', followed by a bulleted list of links: 'The U.S. Flag Code', 'Flags Of The World', and 'CIA World Factbook'. Below the list, a paragraph of text discusses the sensitivity of flag placement, advising on proper protocols for flying foreign flags at business meetings and formal gatherings, specifically mentioning the Union Jack and the Panamanian flag.

Figure 21. Flag Protocol page

When it comes to flag placement, it's important to pay attention to the details. You don't want to accidentally fly a flag upside down and cause an embarrassing situation. If you're planning on flying a foreign flag at a business meeting or formal gathering, make sure you're flying an up-to-date flag and know how it should be flown. It's always a good idea to do your homework and refer to the resources listed at the end of this section for additional guidance. Some flags, like the Union Jack (the United Kingdom's flag) and the Panamanian flag, require extra care as it's

very easy to accidentally fly them upside down which is a sign of distress at sea and can be seen as an affront to your guests.

If you're displaying the national flag flat, it should be above and behind the speaker or podium. The flag should be displayed daily on or near the main administration building of every public institution. No other flag or pennant should be placed above or, if on the same level, to the right of the U.S. flag.

Did you know?

The positions of honor in displaying flags are:

- U.S. flag either to the observer's extreme left or the highest point in the grouping of flags followed by the flag or flags of other nations in alphabetical order.
- Then, the N.C. flag, followed by the flags of any other states in order by ratification date of the U.S. Constitution or date of admission to the Union.
- Any county or city flags would follow the state flags.
- If flags of two or more nations are displayed, they should be flags of equal size flown from separate staffs at the same height.
- When a number of flags of States and localities are grouped and displayed from separate staffs grouped around a central point, the flags should be displayed as follows:
- The U.S. flag should be at the center and at the highest point of the grouping.
- Any foreign country's flag would then take the next place of honor (observer's extreme left). If there is no foreign flag, then the N.C. flag would take the place of honor to the observer's extreme left.
- On a halyard, the U.S. flag always sits atop those flags of States, cities, or localities.
- When placed at or near a speaker's podium, the U.S. flag should receive the place of superior prominence to the speaker's right as he/she faces the audience. Any other flags should be to the speaker's left or to the right of the audience.

Exception: When flags are not placed within the section designated as the chancel or speaker's area (i.e. in the front of an auditorium, but at the audience level), the national flag should be placed in the position of honor to the right of the audience, with any other flag at the left.

- If displayed with another flag against a wall with crossed staffs, the U.S. flag's staff should always be in front of the staff of the other flag and the bottom of the staff should be on the flag's own right.
- If displayed flat, the national flag should be above and behind the speaker or podium.
- The flag should be displayed daily on or near the main administration building of every public institution.
- No other flag or pennant should be placed above or, if on the same level, to the right of the U.S. flag.

Flag Protocol Resources

Websites

U.S. History. (n.d.). The U.S. Flag Code; Title 36, U.S.C., Chapter 10. Retrieved Month Day, Year, from <http://www.ushistory.org/betsy/flagcode.htm> (Note: “n.d.” means “no date.”)

CRW Flags Inc. (n.d.). Flags of the World. Retrieved Month Day, Year, from <http://www.crwflags.com/fotw/flags/>

Central Intelligence Agency. (n.d.). The CIA World Factbook. Retrieved Month Day, Year, from <https://www.cia.gov/the-world-factbook/>

Books

McCaffree, M. J., & Innis, P. (1997). Protocol – The Complete Handbook of Diplomatic, Official, and Social Usage. Devon Publishing Co.

Frequently Asked Questions

The [Frequently Asked Questions](#) page has 15 questions and answers about International Services in North Carolina.

Home > [International Services](#) > Frequently Asked Questions

Frequently Asked Questions

We provide this for informational purposes only. It does not constitute legal advice.

- What kind of services does the North Carolina Department of the Secretary +
- How do I contact the Department of the Secretary of State and the Office +
- What other North Carolina agencies engage in international work? +
- Where can I get help starting a business? +
- Where can I find information on business loans? +

Browse International

- Moldova Partnership
- Center for International Understanding
- Foreign Investment Report
- International Agreements
- Protocol Services
- Filing International Agreements
- Flag Protocol
- Frequently Asked Questions
- International Welcomes
- International Frequently Asked Questions

Figure 22. Frequently Asked Questions page

The 15 questions and answers are listed below.

What kind of services does the NC Department of Secretary of State offer?

The Department of the Secretary of State works with the private and public sectors to help strengthen North Carolina’s economy. There are many divisions within the Department.

- The [Authentication Section](#) authenticates documents, such as adoption papers and other documents to be used overseas.

- The Certification and Filing Division provides services such as [trademarks](#), [lobbyist registration](#), [notary public](#) and the recording of [financial loans and liens](#).
- The [Business Registration Division](#) handles the creation of new companies and maintains corporate documents.
- The [Office of International Services](#) serves as a point of contact for International visitors and other governmental agencies on non-commercial matters.
- The [Publications Division](#) publishes the N.C. Manual, the Directory of State and County Officials of N.C. and other materials, and acts as the custodian for the original 1868 N.C. Constitution and the Book of Oaths. This division is also responsible for the filing of non-commercial international agreements.
- The [Securities Division](#) regulates investment advising, the selling of stocks and bonds and loan broker registration.
- The [Solicitation Licensing Section](#) oversees charitable solicitation and fundraising contributions.

How do I contact the NC Department of the Secretary of State?

N.C. Department of the Secretary of State
 P.O. Box 29622
 Raleigh, NC 27626-0622
 919-814-5400

What other North Carolina agencies engage in international work?

- [North Carolina Department of Commerce, International Trade Division](#) provides business recruitment and export promotion assistance, foreign trade zone information and promotions, statistics on NC exports and other economic data.
- [North Carolina Department of Agriculture, International Trade Division](#) helps bridge the gap between international buyers and North Carolina suppliers of agricultural commodities, value-added foods, seafood and aquaculture products, and forest products.
- [Go Global NC](#) (previously known as the North Carolina Center for International Understanding (NCCIU)) offers various exchanges between North Carolina and communities abroad including educational programs for North Carolina teachers and administrators.

Where can I get help starting a business in North Carolina?

- The [U.S. Small Business Administration](#) (SBA) provides information on starting, financing, and expanding your business.

- [U.S. Business Advisor, U.S. Small Business Administration](#). This SBA-sponsored site provides businesses with one-stop access to federal government, information, services, and transactions.
- [Small Business and Technology Development Center, International Business Development](#) helps businesses explore, identify, and enter overseas markets through research and business counseling.
- The [Service Corps of Retired Executives](#) (SCORE) is a nationwide nonprofit association offering free business counseling and low-cost workshops for entrepreneurs and small businesses.

Where can I find information on business loans?

- [Self-Help Credit Union](#) is a community development lender serving homebuyers, small businesses and nonprofits across North Carolina.
- [Capital Opportunities for Small Businesses Guide](#) is a comprehensive source of loan and funding opportunities for small businesses in North Carolina. Published by the Small Business and Technology Development Center.

Who do I contact for legal assistance?

The NC Bar Association has a free referral service. They only refer people to lawyers who guarantee a set fee for the 1st meeting. Here's how to get in touch with them:

NC Bar Association
 P.O. Box 3688
 Cary, NC 27519
 8000 Weston Parkway
 Cary, NC 27513
 In state: 1-800-662-7660
 Out of state: 919-677-8574
 Raleigh area: 919-677-8574

<https://www.ncbar.gov/>

Who do I contact for information about federal and state taxes?

- The [Internal Revenue Service](#) (IRS) has information on federal taxes for the individual taxpayer as well as businesses.
- [N.C. Department of Revenue](#) contains valuable information on all the major state taxes administered by the N.C. Department of Revenue, various forms, and electronic filing.

If I am not eligible for a social security number, what do I use in place?

For information on what to use in place of a social security number, you should contact the U.S. [Internal Revenue Service](#) (IRS).

Who should I contact if I'm interested in importing goods in North Carolina?

The U.S. Customs Service does not require an importer to have a license or permit. Other agencies may, however, require a permit, license, or other certification, depending on the commodity. All items and merchandise coming into the U.S. must clear through customs and are subject to a customs duty unless specifically exempt by law. Clearance involves a number of steps, including entry, inspection, valuation, appraisement, and liquidation. You should contact the organizations listed below, as appropriate.

- [U.S. Food and Drug Administration](#) – Contains foreign language documents and an Information Guide for the International Community where foreign government officials, embassy officials, and importers can obtain information about FDA's international functions.
- [U.S. Department of Agriculture](#)
- [Foreign Trade Zones in North Carolina](#) – Find out more about what foreign trade zones are and how international traders can benefit from the 6 FTZs in North Carolina.

Who should I contact if I'm interested in exporting goods from North Carolina?

- [United States Trade Government](#) – International Trade Administration site is a one-stop shop for export assistance matters.
- [U.S. Dept of Commerce, International Trade Administration](#)
- [Carolinas U.S. Export Assistance Center](#)
- [U.S. Food and Drug Administration](#)
- [N.C. Department of Commerce, International Trade Division](#)
- [The NAFTA Center \(North American Free Trade Agreement\)](#)

Where can I get information about a work visa or a visa extension for non-U.S.?

- [Visa Services](#) – U.S. State Department link with visa services both here and abroad.

Who do I contact about employment authorization documents for non-U.S.?

- [The U.S. Immigration & Naturalization \(INS\)](#) handles employment authorization for non-U.S. citizens. Toll-free phone number: (800) 375-5283 In North Carolina, there is an INS office in Charlotte.
- [Charlotte, NC Sub Office of INS](#)

Who do I contact about obtaining a new passport, passport renewal, etc.?

- U.S. Citizens should contact the U.S. Department of State: [Passport Services and Information](#)
- Non-U.S. Citizens should contact the Embassy of their country of nationality in Washington, DC: [Embassies of Washington D.C.](#)

What do I need to know before traveling abroad?

There is a great deal of information available on the internet relevant to foreign travel. The internet sites listed below are only some of those that may be of help to you.

- [Travel Warnings and Consular Information Sheet](#)
- [CIA World Factbook](#)
- [Background Information on Countries of the World](#) - Background Notes provide information on geographic entities and international organizations and are updated periodically by the U.S. State Department.
- [Department of State Country Offices Link](#)
- [Links to U.S. Embassies and Consulates Worldwide](#)
- [Centers for Disease Control and Prevention Travel Information](#) Private Companies Which Offer Medical Assistance to Travelers:
- [MEDEX Assistance](#)
- [International SOS](#)

What other international resources are available to me in North Carolina?

There are numerous international resources available in North Carolina. The list below will give you a start on some of them.

- [Charlotte's International Resources](#) is an international resources site sponsored by the Mayor's International Cabinet and organized by statewide, regional, national, and worldwide links.
- [NC Swedish-American Chamber of Commerce](#)
- [Swiss-American Chamber of Commerce](#)
- [French-American Chamber of Commerce in Charlotte](#)
- [Hispanic Chamber of Commerce](#)

- Foreign Consulates in N.C. – Foreign consuls represent their own countries’ interests in North Carolina. Consuls often provide services such as trade promotion, citizen protection, and document issuance on behalf of their citizens living, working, or visiting North Carolina.

For a list of foreign consulates in North Carolina:

- [International Focus, Inc.](#) - Promotes an awareness and appreciation of the diverse cultures in this area. International Focus presents the annual International Festival in Raleigh.

International Welcomes

The [International Welcomes](#) page has a list of welcome messages from the NC Secretary of State to international visitors.

The welcome messages (PDFs) are in the following languages: Swedish, Spanish, Russian, Romanian, Portuguese, Lao, Japanese, Italian, German, French, Danish, Arabic, Cantonese, and Chinese. See **Figure 23**.

The international welcome message says:

"Every day people from all over the world come to North Carolina to visit, live, and start new businesses. We invite our international friends to expand their knowledge of North Carolina state agencies and their services.

Our mission here at the North Carolina Department of the Secretary of State is to serve and protect citizens, the business community, and government agencies. We accomplish this by facilitating business activities by providing targeted and accurate information at the right time and by keeping documents and other records.

We offer a range of useful and business-savvy services to both the international business community and individuals, including:

- *Company formations and registrations*
- *Certification of documents for use abroad*
- *Information on starting a business in North Carolina and much more!*

We are glad you found our website! Come back soon. Phone: 919-814-5400 Business hours: 8am to 5pm [Eastern Standard Time] Note: All business matters are conducted in English in our department. The following websites provide lists of providers of translation or interpreter services."

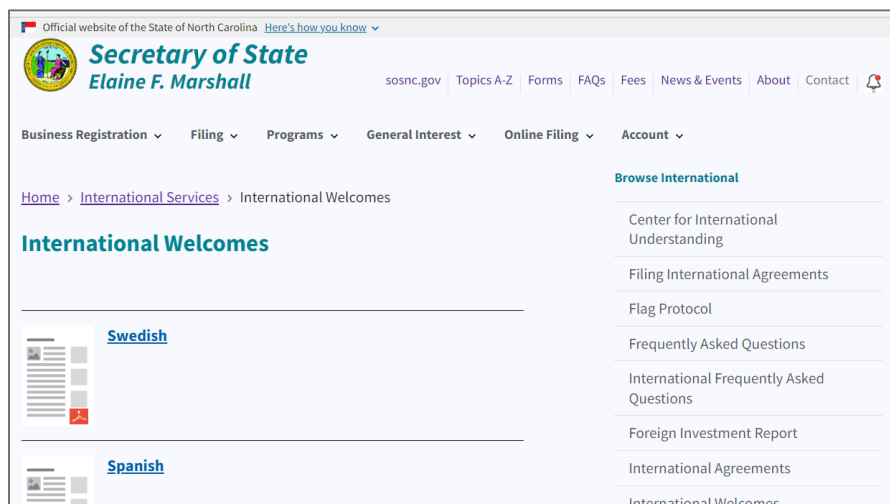


Figure 23. International Welcomes page

What We Do

The What We Do section has a description of what the Office of International Services does:

“The Office of International Services provides international relations assistance to other governmental agencies and units of the State of North Carolina and provides a repository for international agreements of a non-commercial nature.”

Contact International Services

Contact Moldova Partnership

Rodney Maddox

Chief Deputy Secretary of State

North Carolina

rmaddox@sosnc.gov

Phone: 919-814-5400

Lora Sinigur

NC/Moldova Partnership Liaison North Carolina Secretary of State Department

esinigur@sosnc.gov

Phone: 919-814-5305

Michael J. Sterling

MAJ, IN Bilateral Affairs Officer ODC Chisinau, Moldova

SterlingMJ@state.gov

Phone: (373 22) 285134

Alexandr Cerchez

Project Manager, Bilateral Affairs Office US Embassy, Chisinau Republic of Moldova

Phone: (373 22) 281262