

STATE OF CALIFORNIA  
SECRETARY OF STATE  
CORPORATE

**ORDER FORM**

I would like to order a CD of the "***One Time Full File***" of the Corporate Master File. I have enclosed a check/money order for **\$100.00**, payable to the **Secretary of State**.

1. BUSINESS NAME:
2. STREET ADDRESS:
3. SHIPPING ADDRESS:
4. CITY: STATE: ZIP CODE:
5. TELEPHONE: VOICE: ( ) FAX: ( )
6. CONTACT PERSON (Signature) Signature in <b>BLUE INK</b> only
7. CONTACT PERSON (Print)

NOTE: To process your order, The Secretary of State's Office requires a minimum of five (5) working days from the date the order is received. All fees include packaging, CD and shipping via Fed Ex.

*(The Shipping Address **CANNOT** be a P.O. Box).*

Please make check/money order payable to the **Secretary of State**, detach and return this form to:

CALIFORNIA SECRETARY OF STATE  
INFORMATION TECHNOLOGY DIVISION  
1500 11th STREET 4th FLOOR, Rm. 455  
SACRAMENTO CA 95814  
(916) 651-7166

**ATTN: PRODUCTION SUPPORT UNIT**

## **Corp One-Time Full File**

### **ORDERING PROCEDURE**

The Corporate System's output is available as a "One Time Corp Full File", created as a text file on a CD.

#### **ONE-TIME CORP FULL FILE**

To request a "**One-Time Corp Full File**" the client will submit to the Secretary of State (SOS) at the address indicated below:

- The completed order form
- A check/money order made payable to the Secretary of State

The SOS will provide the file in ASCII format on a CD.

**NOTE:** The file is not formatted for information search and retrieval. The client must be able to:

1. Extract the zip file into a flat file
2. Be able to create a program to convert the flat file to whatever application the client chooses to use.
3. You might need a database programmer to help you extract the information in a usable format.

The Corporation file is too large for an Excel spreadsheet. The Corporation master file has over 3 million records, and the Corporation history file has over 4 million records.

If you have any questions about the services offered please call The Production Support Unit at **(916) 651-7166** or write to the:

Production Support Unit  
California Secretary of State  
Information Technology Division  
1500 11<sup>th</sup> Street 4<sup>th</sup> Floor  
Sacramento, CA 95814

The Production Support Unit is available to assist you Monday through Thursday 8a.m. to 3:30 p.m. Pacific Time.

## **ORDERING PROCEDURE**

The Corporate System's output is available as a "One Time Full File Dump" or by a "Yearly Subscription".

The "One Time Full File Dump" is created on a **CD Rom**.

The "**Yearly Subscription**" will be done thru an FTP process. You can request to become a "**Yearly Subscription**" by contacting **Glerry Blaisdell** at **(916) 651-3073**.

### **YEARLY SUBSCRIPTION**

Yearly contracts are July 1<sup>st</sup> thru June 30<sup>th</sup>. Requests are pro-rated for the remainder of the year from the subscription initiation date through June 30<sup>th</sup>. To subscribe to the initial subscription, up to 52 Weekly Updates, request the yearly subscription: contact **Glerry Blaisdell** at **(916) 651-3073**

- The client will complete the order form and submit to the Secretary of State (SOS) at the address indicated below.
- The SOS will generate a subscription, specify the contract amount, and mail the information to the client address.
- The client will sign the subscription include a check/money order to the Secretary of State in the amount specified in the subscription agreement and return to the SOS to the address provided by **Glerry Blaisdell**.

If you have any questions about the services offered please call **(916) 651-3073** or write to the:

California Secretary of State  
Information Technology Division  
1500 11<sup>th</sup> Street 4<sup>th</sup> Floor  
Sacramento, CA 95814