

Minnesota Business and Lien System

(MBLS)

UCC and Tax Lien Bulk Data and Image Implementation Guide

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# Introduction

The Office of the Secretary of State (OSS) offers the ability to purchase certain lien data and image record subscriptions from the Minnesota Business Lien System (MBLS). This document provides an overview of the subscription process, products and options (including delivery), along with the fees and the formats that are available.

This Implementation Guide is intended for the business or administrative user as well as the technical user. It is divided into two sections:

1. The administrative process of setting up an account, the payment process, as well as the order process and options.
* Applicable to all order types, data and images
1. The second section contains the technical details on data structure and field limitations along with a data dictionary.
* Main focus: to describe a hierarchical data structure that represents a simplified version of the MBLS relational database structure.

A subscription in the context of this document is a means for customers to request and receive certain records in an electronic format from the OSS, which can be data and/or images.

All available Bulk Order products are available as a one-time set of records (no subscription) or as a subscription for weekly updates. Registration is required.

# Section One Administrative Process & Options

## Data or Images

This section provides information on the available options for the purchase of bulk data and images. Data is inclusive of transaction information and an image is inclusive to the scanned document.

UCC and Tax Lien Data are separate products.

### Products

* Uniform Commercial Code (UCC) Bulk Data – One Time
* Uniform Commercial Code (UCC) Data – 3 Months (Weekly Fulfillment)
* Uniform Commercial Code (UCC) Images – 3 Months (Weekly Fulfillment)
* Federal Tax Lien and State Tax Lien Bulk Data – One Time
* Federal Tax Lien and State Tax Lien Data – 3 Months (Weekly Fulfillment)

Note: Beginning 12/08/2014 you will only receive State and Federal Tax Liens that are recorded in the Secretary of State Central Filing System.

Note: Some state tax lien amendments may not include fully parsed address information. On May 7, 2015 the Minnesota Department of Revenue changed their format for providing debtor address information electronically to OSS. As a result you may see address data in a single field. Data is provided in the manner it was filed with this office.

### Subscription

Data or image products described above are available as a one-time set of records (no subscription) or as a subscription for weekly updates. In order to receive UCC and Tax Lien Data, you will need to purchase both subscription products. Registration is required.

Any updates to lien entity record occurring after previous fulfillment, due to amendments or edits/corrections is included in the weekly updates.

### Delivery Method

An email notification will be sent each week for fulfillment of your subscription. This email will contain an embedded link to download. Regardless of email notification, your order fulfillment(s) will also be accessible within MBLS under your Transaction History.

### Fulfillment Schedule

Weekly subscriptions will be fulfilled each week.

### Initiating a Bulk Order Initial Dataset Request

To initiate the bulk order request process the following is required:

A signed UCC Bulk Order Request License Agreement - Note: If the user is a Registered User in MBLS, the bulk order license agreement will be built in with the Terms and Conditions and will not require a signature. If the request is by mail, and the user is not a Registered User in MBLS, then a signed bulk order agreement is required.

To request the initial dataset, submit a completed Bulk Order Request form, a signed UCC Bulk Order Request License Agreement, and payment. Payment must be paid in full before fulfillment occurs.

The initial bulk order request and License Agreement can be mailed to:

Minnesota Secretary of State – Business Services
Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100
St. Paul, MN 55103

### Payment

Accepted payment method is check only for initial data set.

# Section Two Technical Specifications

## System Requirements

System Requirements are available on the MBLS portal.

### Software

Requires the ability to view, read, or manipulate text data files described within this section and view image files in PDF format.

### Lien Bulk Order Image

Lien Bulk Order subscriptions are provided on a weekly basis. Each update will include new and updated images for existing filings.

Images previous to MBLS are TIFF images and once MBLS is implemented the image format will be PDF.

# Lien Bulk Order Data Format Overview

Data associated with a lien bulk order will be provided in a single file. The file will be in a comma-delimited format (CSV). Each field will be encapsulated with double quotes regardless of the datatype. The file will contain records in five different formats: master data, filing data, collateral data, party data, and file header.

Master data contains key fields saved from the original filing plus additional fields regarding the current state of the lien such as lien status and the lapse date. Each lien will have one corresponding record in the bulk order file.

Filing data contains a history of all filings for a lien, including the original filing. Each filing equates to one record in the bulk order file. There will be one or more filing data records per master data record.

Collateral data contains the collateral description for a lien filing. There will be zero or one collateral data record per filing data record.

Party data contains the name and address of each individual or organization listed in a lien filing. Each individual or organization will have a record in the bulk order file. There will be zero or more party data records per filing data record.

The file header will be the first row on the bulk order file. The first column will be identified with a record type value of “0”. It will contain data regarding the contents of the file such as the run date and whether the file is a complete file of current liens or periodic subscription update file. Sample: "0","RUN\_DATE:2013-02-08 12:06:51" ,"FILING\_CATEGORY:UCC","PRODUCT\_NUMBER:1107" ,"BEGIN\_DATE:1/1/2013","END\_DATE:1/31/2013" ,"ITEM\_TYPES:1,2,3,4,10,11","UPDATES FILE"

For example, suppose the lien bulk order file returned data for 10 liens. Each of those 10 liens has 1 original filing plus 2 amendment filings. The original filings for each of those 10 liens has 1 debtor, 1 secured party, and 1 collateral description. In this example the bulk order file will consist of 71 records consisting of 1 file header, 10 master data, 30 filing data, 20 party data, and 10 collateral data records.

The file and record formats defined in this section are used for all bulk orders, whether they are custom orders, the initial set of data in a subscription, or a periodic update for a subscription.

See Appendix C for a model of the relationships between the data.

# Lien Master Data Format

The fields for the lien master data format are listed in the table below. Every lien will have one corresponding master record. The composite primary key fields associated with the master record are also contained in every other record type, and are highlighted below.

| **Lien Master** | **Datatype** | **Definition** |
| --- | --- | --- |
| Record Type | char(1) | Value: 1 |
| Lien Type | varchar(100) | Specific Lien Type. Examples are: UCC Financing Statement Public Finance/Mfd Home (obsolete)\* Public Finance Manufactured Home Statutory Agricultural Lien Transmitting Utility Federal Tax Lien State Tax Lien |
| Original Filing Office | varchar(100) | The filing office where the original filing was processed. The field will contain a two digit code a space then the name of the office. Samples:  06 Big Stone 88 Secretary of State |
| Original Filing Number | varchar(100) | The filing number of the original filing. |
| Lien Category | varchar(10) | Major grouping for lien types. Current Values Are: UCC Tax |
| Lien Status | varchar(20) | Indicates the current status of the lien. Current values are: Active  Lapsed (UCC) |
| Original Filing Date/Time | datetime  | The date and time the original filing was accepted.mm/dd/yyyy hh:mi |
| Expiration Date/Time | datetime | If the lien expires, this field contains the expiration date and time. Also called the lapse date.mm/dd/yyyy hh:mi |

### \*Legacy Data considered Public Finance/Mfd Home as one lien type. MBLS will consider Public Finance and Manufactured Home as two separate lien types.

# Lien Filing Data Format

The fields for the lien filing data format are listed in the table below. The key fields for lien filings are Filing type, Filing Office & Filing Number.

| **Lien Filing History** | **Datatype** | **Definition** |
| --- | --- | --- |
| Record Type | char(1) | Value: 2 |
| Lien Type | varchar(100) | See Lien Master Data Format |
| Original Filing Office | varchar(100) | See Lien Master Data Format |
| Original Filing Number | varchar(100) | See Lien Master Data Format |
| Filing Type | varchar(100) | Type of action. Samples: Continuation (UCC) Debtor Add (UCC) Release (Tax) Original Filing (UCC / Tax) |
| Filing Office | varchar (100) | The filing office where the filing was processed. The field will contain a two digit code a space then the name of the office. Samples:  06 Big Stone 88 Secretary of State |
| Filing Number | varchar(100) | File number. |
| Filing Date/Time | datetime  | The date and time the filing was accepted.mm/dd/yyyy hh:mi |

# Lien Collateral Data Format

The fields for the lien collateral record format are listed in the table below. The additional key field for this record is the Filing Number, as there may be more than one filing associated with a lien.

|  |  |  |
| --- | --- | --- |
| **Lien Collateral** | **Datatype** | **Definition** |
| Record Type | char(1) | Value: 4 |
| Lien Type | varchar(100) | See Lien Master Data Format |
| Original Filing Office | varchar(100) | See Lien Master Data Format |
| Original Filing Number | varchar(100) | See Lien Master Data Format |
| Filing Type | varchar(100) | See Lien Filing Data Format |
| Filing Office | varchar (100) | See Lien Filing Data Format |
| Filing Number | varchar(100) | See Lien Filing Data Format |
| Collateral Description | varchar(max) \* | Collateral for the UCC lien. Only those UCC liens filed online will contain a collateral description. |

\* The longest field is over 20,000 characters.

# Lien Party Data Format

The fields for the lien party record format are listed in the table below. There may be more than one secured party and/or more than one debtor associated with a lien.

| **Lien Party** | **Datatype** | **Definition** |
| --- | --- | --- |
| Record Type | char(1) | Value: 3 |
| Lien Type | varchar(100) | See Lien Master Data Format |
| Original Filing Office | varchar(100) | See Lien Master Data Format |
| Original Filing Number | varchar(100) | See Lien Master Data Format |
| Filing Type | varchar(100) | See Lien Filing Data Format |
| Filing Office | varchar (100) | See Lien Filing Data Format |
| Filing Number | varchar(100) | See Lien Filing Data Format |
| Lien Party Type | varchar(100) | Samples: Debtor Secured |
| Organization Name | varchar(250) | If the party is an organization, this field is populated and individual name fields should be empty. |
| First Name | varchar(100) | If the party is a person, this field is populated with the individual’s first name and the organization name field should be empty. |
| Middle Name | varchar(100) | If the party is a person, this field is populated with the individual’s middle name and the organization name field should be empty. |
| Last Name | varchar(100) | If the party is a person, this field is populated with the individual’s last name and the organization name field should be empty. |
| Name Suffix | varchar(20) | If the party is a person, this field is populated with the individual’s name suffix and the organization name field should be empty. |
| Address | varchar(300) | Street address. Some state tax lien amendments may not include fully parsed address fields. See Note on Page 4. |
| City Name | varchar(100) | City Name. |
| Region Code | varchar(100) | Region code (state code in USA). |
| Postal Code | varchar(10) | Postal Code (For U.S. this is the 5 digit zip code). |
| Postal Code Extension | varchar(4) | Postal Code Extension (For U.S. this is the 4 digit zip extension). |
| Country Name | varchar(100) | The Country Name |
| Taxpayer Name\* | varchar(250) | Taxpayer Name  |

## \*Taxpayer name is only used for tax liens. Other name fields will be blank.

## Lien Bulk Order Data Mapping to Legacy Record Formats

Existing legacy lien bulk order records have most of the same key fields. Many the field lengths have expanded to handle future growth. Key fields with changes are as follows:

1. One-character ***Record Code***, now the **Record Type**, identifies the record type. In the new file format record codes have been consolidated: 1 (master); 2 (filing); 3 (party); 4 (collateral). The most significant impact is that parties will be identified by the lien party type field instead of using the record code. There will be no summary count record in the new file format.
2. Two-character ***Type code*** that further defines the type of lien filing is now in a larger field labeled **Lien Category**, with values of UCC and Tax.
3. Two-character ***Filing Office Code***, is now the **Filing Office** or **Original Filing Office** containing both the two-character code as well as the office description of where the filing occurred.

Field lengths can be longer than the legacy field lengths. For instance, lien collateral has a max length over 100,000 characters and no longer requires sequencing of rows into smaller lengths. Where filing date and time was split into separate fields in the legacy format, they are combined into one datetime field in the new layout.

## Lien Master Data Mapping to Legacy Record Format

Below is a listing of legacy field names that correspond to the MBLS Lien Master Fields. The key fields for the lien master record are highlighted.

| **MBLS field** | **Corresponds to Legacy Field:** |
| --- | --- |
| Lien Type | Specific Lien Type |
| Original Filing Office | Filing Office Code |
| Original Filing Number | Original Filing Number |
| Lien Category | Type Code |
| Lien Status | Filing Status |
| Filing Date/Time | Filing Date and Time |
| Expiration Date/Time | Expiration Date and Time |

##

## Lien Collateral Data Mapping to Legacy Record Format

Below is a listing of legacy field names that correspond to the MBLS Lien Collateral fields. The key fields are highlighted.

| **MBLS field** | **Corresponds to Legacy Field:** |
| --- | --- |
| Lien Type | Specific Lien Type |
| Original Filing Office | (Original) Filing Office Code |
| Original Filing Number | Original Filing Number |
| Filing Type | Type of action |
| Filing Number | Filing Number |
| Filing Office | Filing Office Code |
| Collateral Description | Collateral Description (contains all lines for multiple-line descriptions in the legacy system) |

## Lien Filing History Data Mapping to Legacy Record Format

Below is a listing of legacy field names that correspond to the MBLS Lien Filing fields. The key fields are highlighted.

| **MBLS** | **Corresponds to Legacy Field** |
| --- | --- |
| Lien Type | Specific Lien Type |
| Original Filing Office | Filing Office Code |
| Original Filing Number | Original Filing Number |
| Filing Type | Type of action |
| Filing Number | Filing Number |
| Filing Office | Filing Office Code |
| Filing Date/Time | Amendment Filing Date and Time |

## Lien Party Data Mapping to Legacy Record Format

Below is a listing of legacy field names that correspond to the MBLS Lien Party fields. The key fields are highlighted.

| **MBLS field** | **Corresponds to Legacy Field:** |
| --- | --- |
| Lien Type | Specific Lien Type |
| Original Filing Office | Filing Office |
| Original Filing Number | Original Filing Number |
| Filing Type | Type of action |
| Filing Number | Filing Number |
| Filing Office | Filing Office Code |
| Lien Party Type | Legacy record types 2-5 |
| Organization Name | Name\* |
| First Name | First Name\* |
| Middle Name | Middle Name\* |
| Last Name | Last Name\* |
| Name Suffix | Suffix\* |
| Address | Street Address\* |
| City Name | City\* |
| Region Code | State\* |
| Postal Code | Zip Code or Postal Code\* |
| Postal Code Extension | Zip Code Extension\* |
| Country Name | Country\* |
| Taxpayer Name | Organization Name, First, Middle & Last Names\*\* |

\*Replaces Business Debtor, Individual Debtor, Business Secure, Individual Secured equivalents.

\*\* Tax lien debtors are received electronically as a name string from the MN Department of Revenue (DOR) and the Internal Revenue Service (IRS).

# Appendix A: Lien Master Sample Data

Sample data for Lien Master.

|  |  |
| --- | --- |
| **Lien Master** | **Sample Data** |
| Record Type | 1 |
| Lien Type | UCC Financing Statement  |
| Original Filing Office | 88 Secretary of State |
| Original Filing Number | 33 |
| Lien Category | UCC |
| Lien Status | Active |
| Original Filing Date | 01/14/2009 4:59 |
| Expiration Date | 01/14/2014 11:59 |

# Appendix B: Lien Collateral Sample Data

Sample data for Lien Collateral.

|  |  |
| --- | --- |
| **Lien Address** | **Sample Data** |
| Record Type | 4 |
| Lien Type | UCC Financing Statement  |
| Original Filing Office | 88 Secretary of State |
| Original Filing Number | 33 |
| Filing Type | Original Filing |
| Filing Office | 88 Secretary of State |
| Filing Number | 2010619522 |
| Collateral Description | 1949 Ford Tractor |

# Appendix C: Lien Filing History Sample Data

Sample data for Lien Filing.

| **Lien Filing History** | **Sample Data** | **Sample Data** |
| --- | --- | --- |
| Record Type | 2 | 2 |
| Lien Type | UCC Financing Statement | State Tax Lien |
| Original Filing Office | 88 Secretary of State | 88 Secretary of State |
| Original Filing Number | 283533508629 | 3216995000 |
| Filing Type | Original Filing | Lien Release |
| Filing Office | 88 Secretary of State | 88 Secretary of State |
| Filing Number | 283533508629 | 3287082000 |
| FilingDate | 01/14/2009 11:53 | 03/12/2009 1:36 |

# Appendix D: Lien Party Sample Data

Sample data for Lien Party (Individual).

| **Lien Party** | **Sample Data** |
| --- | --- |
| Record Type | 3 |
| Lien Type | UCC Financing Statement |
| Original Filing Office | 88 Secretary of State |
| Original Filing Number | 3312345-2 |
| Filing Type | Original Filing |
| Filing Office | 88 Secretary of State |
| Filing Number | 3765432-1 |
| Lien Party Type | Debtor |
| Organization Name | NULL |
| First Name | John |
| Middle Name | NULL |
| Last Name | Doe |
| Name Suffix | Sr. |
| Address | 39567 Pasco Beach Drive |
| City Name | International Falls |
| Region Code | MN |
| Postal Code | 56649 |
| Postal Code Extension | NULL |
| Country Name | USA |
| Taxpayer Name | NULL |

# Appendix E: Relationship Model

