



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
2. 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 – Uniform Commercial Code
First National Bank Building
332 Minnesota Street, Suite N201
Saint Paul, MN 55101

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

MBSL field	Corresponds to Legacy Field:
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.

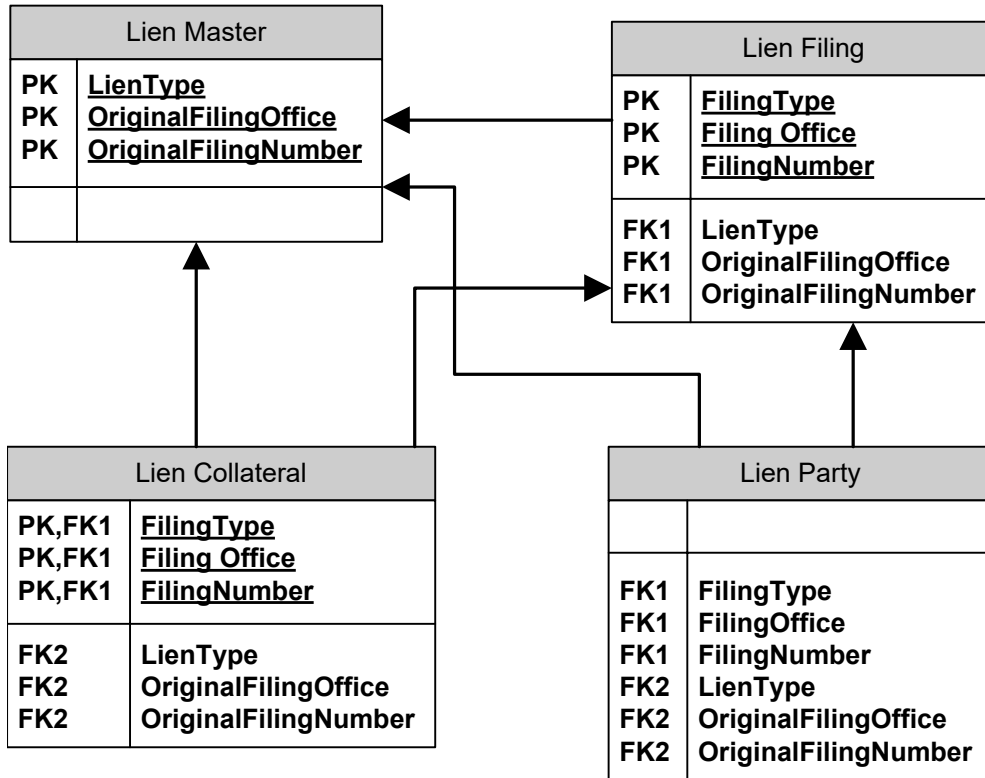
Lien Filing History	Sample Data	Sample Data
Record Type	2	2
Lien Type	UCC Financing Statement	State Tax Lien
Original Filing Office	88 Secretary of State	88 Secretary of State
Original Filing Number	283533508629	3216995000
Filing Type	Original Filing	Lien Release
Filing Office	88 Secretary of State	88 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



*No Primary Key Defined