



**Instructions for filing  
Renewal Notice of Prohibition of Online Resale of Admission Tickets**

State law prohibits the resale of student tickets to athletic events issued by institutions of higher education in North Carolina.

1. Venue/Entity: Please indicate the name of the venue and/or entity. If a venue is not itself an entity established by law, the corporation, governmental unit or other entity may file this form on its behalf.
2. Indicate the Venue document ID# located in the top right corner of the certified copy of the original Notice.
3. Please provide an address where the specific event is to take place.
4. Please provide a contact number for the venue should the Secretary of State's Office have a question regarding the filing.
5. Please indicate a description of the event including the name of the event and date(s).
6. Signature Area: Indicate the name of the venue and/or entity filing the Notice. Type or print the name and title of the person signing on behalf of the entity/venue and have that person sign and indicate his/her title.
7. The filing fee is \$125 payable to "NC Secretary of State".
8. Please include a self addressed stamped envelope for a certified copy of the filed document. The filed document will include a venue document ID# for filing future renewal.
9. Mail to: NC Secretary of State, Business Registration Division, PO Box 29622, Raleigh, NC 27626-0622.