

Process Changes Due to COVID-19

1. **Teleworking:** Our staff is teleworking in an effort to stay current with the document filing demand. You, the filer, can assist us in providing a streamlined process and provide filing evidence back to you in an efficient manner. Please provide us with a Cover-letter with each document you mail into the office and place provide a legible email address for correspondence. A direct link to the Cover-letter is at <https://www.sosnc.gov/forms>.
2. **Mail Handling:** The mail entering the NC Secretary of State's Office either from the United States Postal Service or any third party carrier is being held for a period of 24 hours before being opened due to COVID-19 restrictions. Documents will be processed as they are received once opened. Our turn-around times are calculated from the time we open the envelope and not the date the mail is received in the office.
3. **Expedited documents:** There is a new and temporary process for submitted expedited filings for reinstatements and requalifications after administrative dissolution. These filings are normally required to be mailed into this office. You may now submit them through email and pay an invoice online. This is a new process to please follow the directions as stated. You will find a link to the instructions on the link entitled Expedited Documents During COVID-19 on the Business Registration webpage.