

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:** Please mail in your document for the quickest turn-around.