

**State-Level Filing Office Updates**  
**Information Provided by CSC Global**  
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*Updated as of 3-20-2020*

- *If you see multiple updates for your state, the most recent updates are listed first.*
- *Some entries include reference to CSC capabilities. This is a subscription service.*

**Arkansas:** After the secretary of state's initial announcement that the office will not accept walk-in visitors to their Business & Commercial Services offices in Little Rock and Fayetteville, it decided to create a drop off location for paper records. However, the turnaround time will likely be 2 business days so electronic filing is still recommended when possible.

**Colorado:** Beginning March 18<sup>th</sup>, the secretary of state's office will be closed to in-person visits until further notice. A drop-box has been provided outside the waiting area for documents that require manual processing. Documents so submitted will be returned by mail. Online services will remain available. UCC services generally will see no impact as the CO SOS already requires electronic filing of UCC records.

**Connecticut:** The secretary of state has suspended phone service because so many staff are working remotely. Public access to the secretary of state's office building remains restricted. Online services remain available.

**Connecticut:** Public access to the secretary of state's office building is restricted until further notice. Online services are available.

**Georgia:** The secretary of state corporations division is closed to walk-in customers. Documents may still be submitted by mail. Online services remain available.

**Hawaii:** The department of commerce (corporations) is closed. Email, mail and fax submissions will be held for processing when the office reopens.

**Hawaii:** The Bureau of Conveyances has closed the public reference room for searches until further notice. Online services remain available. It appears that the office will continue to record real estate and UCC records normally and urges that such records be submitted electronically.

**Idaho:** The secretary of state is closed to over-the-counter service. Online services remain available.

**Indiana:** The secretary of state has closed the filing office to public access. Online services remain available. If there are transactions that cannot be completed electronically, the office will accept submissions only by appointment or by email from those with a funded submitter account (such as CSC).

**Illinois:** Effective today (March 17<sup>th</sup>) the secretary of state's office is closed and there will be no public access. Non-essential employees have been told not to report. The office will remain closed at least through March 31<sup>st</sup>, at which time the situation will be reevaluated. During this time, the UCC division will process only UCC-11 information requests and even that will depend on whether

mail is delivered internally. The corporations and LLC division will not be processing mail. As of this morning it appears that online services will remain available, although that could change.

**Iowa:** The secretary of state's office is closing to the public from March 18-27. Online services will remain available. Email may be an option but the filing office has to work out payment details.

**Kansas:** The secretary of state is closed to the public effective Monday, March 23rd. The office will allow drop off and continue to accept mail and overnight delivery. Online services for most corporate and UCC transactions remain available.

**Kentucky:** The secretary of state business services will be closed to walk-in traffic as of 5:00 pm on March 17<sup>th</sup>. Online services will remain available. Fax and email submissions may be possible.

**Louisiana:** The secretary of state will not accept over the counter submissions. Online services are available.

**Maine:** The secretary of state's office is closed to the public. Drop off of work is permitted. Online services are available.

**Maryland:** The state department of assessments and taxation has closed its counters. Online services are available.

**Michigan:** Effective tomorrow, the UCC filing office will not allow walk-ins. Documents may still be submitted by mail. Online services remain available.

**Michigan:** The filing offices have provided additional clarification. The UCC filing office continues to accept UCC records for filing by mail and online. The building is still open for walk-ins, but that may change this week. The Corporations, Securities & Commercial Licensing Bureau will be closed to public visitors and walk-in customers until further notice. Online services remain available. If it is necessary to submit a document that cannot be completed online, it can now be done by email.

**Michigan:** All secretary of state visits are by appointment only. The SOS recommends booking the appointment well in advance and has provided an online scheduling tool. The appointment requirement is likely to delay submissions. Online services are available.

**Minnesota:** The secretary of state's business services office will close its lobby to the public starting March 18th. During this time the phone service hours will be reduced to between 9:00 am and 1:00 pm. Online services will remain available. The office is considering accommodation of service company drop off of paper documents.

**Mississippi:** The secretary of state's office is closed to the public. Online services will remain available. UCC services generally will not be impacted because the office already requires electronic filing of UCC records.

**Nebraska:** The secretary of state business services has suspended all in-person services effective today. They will accept mail and overnight delivery. Online services for most corporate and UCC transactions remain available.

**Nevada:** Update – the state will shut down entirely on Friday, March 20<sup>th</sup>. After that, only online services will be available from the secretary of state filing office.

**Nevada:** The office remains closed to in-person visits. Documents can be delivered by US Mail, overnight delivery, fax and email. Use online services when available.

**Nevada:** The secretary of state business services office is closed until further notice. Online services are available.

**New Hampshire:** The secretary of state business services office remains open but is encouraging customers to use online services and has provided submission by email for regular filers, such as CSC, that have ACH accounts.

**New Mexico:** The secretary of state's filing office has suspended all in-person services without an appointment until further notice. Any drop-off paperwork submitted to the office will be returned by U.S. Mail. Online services are available.

**North Carolina:** Effective Friday, March 20<sup>th</sup>, the secretary of state will close its doors to the general public. The filing office will continue to operate and will accept work by US Mail and overnight delivery. Online services for most corporate and UCC transactions remain available.

**Ohio:** The secretary of state's office provided additional clarification following the last update. The client service center is fully operational, but customers are not permitted inside. There is a drop box for hand delivery and the completed work will be mailed back. The filing office encourages the use of its online services.

**Ohio:** The secretary of state's filing office counter service is closed. Online services are available. The OH SOS already requires electronic filing of UCC records, so the closure should have little impact on those records.

**Oklahoma:** The Oklahoma County Clerk, the central filing office for UCC records, intends to remain open throughout the pandemic. However, the office strongly encourages the use of online services.

**Oklahoma:** The secretary of state's office is closed to the public. Business entity work and UCC transmitting utility records may be submitted by mail. The Oklahoma County Clerk is the central filing office for UCC records. So far it does not appear that office has imposed any restrictions.

**Oregon:** The secretary of state counter service is closed until further notice. Online services are available.

**Pennsylvania:** The department of state is closed to outside visitors until further notice. However, documents for the department of state can be left in a drop-box set up for this purpose outside the Keystone Building. Online services are available.

**Rhode Island:** The secretary of state filing office will accept paper records for filing by mail or they can be left in a drop-box set up for this purpose. In-person service is available only for transactions that cannot be done by other means and require an appointment. Online services are available.

**South Carolina:** The secretary of state business services office is open but restricting access to the public. Records may be dropped off or sent by mail. Online services remain available.

**South Dakota:** The secretary of state's office will be closed to the public until Monday, March 23. The office will have limited staff available to process documents sent by mail. Online services are available.

**Tennessee:** The secretary of state has closed the counter for in-person submissions. There is a drop-off capability but the completed work will be mailed back to the submitter. Online services are available.

**Texas:** The secretary of state has closed its office to walk-in traffic until further notice. Documents will be accepted by US Mail and, in some cases, by email and fax. If needed, an appointment may be scheduled. Online services remain available.

**Utah:** The Division of Corporations and Commercial Code appears to have reopened but it is strongly encouraging the use of online services to avoid in-person contact.

**Utah:** The Division of Corporations and Commercial Code was fully open today... until the earthquake. The office was forced to close following a 5.7 magnitude quake while the state assesses the damage. The office expects to reopen soon, if it hasn't already. While the office will be open to walk-in traffic, it is strongly encouraging the use of online services.

**Vermont:** The secretary of state business services office is closed to the public until further notice. Online services remain available.

**Virginia:** The state corporations commission has suspended in-person visits to its offices until further notice unless by advance appointment. All transactions should be handled by electronic means if at all possible, including through the office's electronic filing system, email or telephone. If necessary, paper documents can still be dropped off, but processing may be delayed.

**Washington:** The secretary of state has closed its office to the public until further notice. Customers needing an apostilles may submit the document by mail. Online business entity services are available.

**Washington:** Effective this morning (March 17<sup>th</sup>) the department of licensing has temporarily closed its service offices to the public. Online UCC services remain available.

**West Virginia:** The secretary of state has closed its office to walk-in traffic until further notice. Drop-off locations are available outside the SOS offices. Online services remain available. UCC services generally will not be impacted because the office already requires electronic filing of UCC records.