



STATE OF MINNESOTA  
SECRETARY OF STATE  
HELPDESK

## Profile New User Request Form

**Action :**

In the Action Combo box list type the appropriate action to be taken: - New=requesting a new sign-on  
-Change= requesting a change in an existing sign-on  
-Delete= requesting a sign-on be deleted

**Needed By: (date)**

List the earliest date the request is needed by (mm/dd)

First Name

Last Name

County #

UserName

**Profile Access Level**

Chose from Combo box the appropriate Access Level, which is based on position:

Phone

Email

**Explanation**

Use the Explanation text box to explain why the action being requested is necessary.

**Recorder Contact Information:**

Name:

Email:

Phone:

**SOS Use Only:**

UCC

NOD

HD

Signature: \_\_\_\_\_

**Instructions:** Please Fax to SOS Help Desk. Fax Number: 651-215-6028

**Uses:** This form can be used to request, change or delete a user account in the PROfile systems.

Complete the form above and fax to the MN SOS Helpdesk for action. The SOS HD Staff will ensure completeness, confirm the user information is accurate, create and test the accounts and notify the Recorder within (5) days.