

## Instructions for Information Request (Form UCC11)

Many state-level filing offices provide online search capabilities. Online searches are often faster and less costly than those conducted using this form. Please consider performing your search online, if available. Check with the appropriate filing office for more details.

If submitting this form to conduct a search, be sure it is completely legible. Forms with handwritten entries may be rejected or have an adverse effect on the search results. Read and follow all Instructions.

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give legal advice. Unless specifically required by applicable state law, DO NOT include social security numbers, driver's license numbers, financial account numbers or other non-public personally identifiable information anywhere on the form.

Send completed form to the filing office, with the required fee.

### ITEM INSTRUCTIONS

A and B. To assist filing offices that might wish to communicate with submitter, submitter may provide information in item A and item B. These items are optional.

C. Provide name and address of submitter in item C. This item is NOT optional.

1. Debtor's name. Enter only one Debtor name in item 1 -- either an organization's name (1a) or an individual's name (1b). Enter Debtor's correct name. Do not abbreviate words that are not already abbreviated in the Debtor's name.

1a. Organization Debtor Name. "Organization Name" means the name of an entity that is not a natural person. A sole proprietorship is not an organization, even if the individual proprietor does business under a trade name. If Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed public organic records to determine Debtor's correct name. Trade name is insufficient. If a corporate ending (e.g., corporation, limited partnership, limited liability company) is part of the Debtor's name, it must be included. Do not use words that are not part of the Debtor's name.

1b. Individual Debtor Name. "Individual Name" means the name of a natural person; this includes the name of an individual doing business as a sole proprietorship, whether or not operating under a trade name. The term includes the name of a decedent where collateral is being administered by a personal representative of the decedent. The term does not include the name of an entity, even if it contains, as part of the entity's name, the name of an individual. Prefixes (e.g., Mr., Mrs., Ms.) and titles (e.g., M.D.) are generally not part of an individual name. Indications of lineage (e.g., Jr., Sr., III) generally are not part of the individual's name but may be entered in the Suffix box. Enter individual Debtor's surname (family name) in Individual's Surname box, first personal name in First Personal Name box, and all additional names in Additional Name(s)/Initial(s) box. If a Debtor's name consists of only a single word, enter that word in Individual's Surname box and leave other boxes blank.

2. Information Options. Information options relating to UCC filings and other notices on file in the filing office that include as a Debtor name the name identified in item 1. Check the "NON-CERTIFIED" box or, if a certified search is required, the "CERTIFIED" box. Please note that certified searches may have a longer turnaround time and additional fees may apply. If no box is checked, the filing office will perform a NON-CERTIFIED search by default.

Check ; the box "ALL" if you are requesting a search of all active records, including lapsed filings, or the box "UNLAPSED" if you are requesting a search of only active records that have not lapsed.

Check the appropriate box to indicate whether you want copies of disclosed records included with the search. If "NO" is checked, the filing office will provide only a listing with summaries of the disclosed records.

Check the "INCLUDE ALL AVAILABLE LIENS IN INDEX (if applicable)" box if you want the search to include other types of liens filed in the same index that match the name searched. Check with the filing office to determine whether other types of liens are available.

3. Complete item 3 ONLY if you are not ordering a search but wish to order copies of specific records by record number. The filing office will provide only the specific records ordered. If certified copies or records are required, check the "CERTIFIED (Optional)" box. Please note that ordering certified copies may require additional fees and result in a longer turnaround time.

4.. Additional Services. Some filing offices offer service options in addition to those offered in item 2. These may be shown on the face of this form or may otherwise be publicized by the particular filing office. Caution: if any of these additional service options introduces a search criterion (e.g., limiting search to named Debtor at an address in a specified city and state) that narrows the scope of the search, this may result in an incomplete search (that fails to list all filings against the named Debtor) and you may fail to learn information that might be of value to you.

5. Delivery Instructions. Unless otherwise instructed, filing office will mail information to the name and address in item C. Contact filing office concerning availability of other delivery options. Check appropriate box (4a or 4b 5a or 5b) if optional services are available from the filing office and are being requested.

5a. If information is to be picked up from the filing office, check the "Pick Up" box.

5b. For other than mail or pick up, check the "Other" box and specify the other delivery method that is being requested. If requesting delivery service, provide courier name and requestor's account number to bill for delivery charge. Filing office will not deliver by delivery service unless prepaid waybill or account number for billing is provided.

**INFORMATION REQUEST**

FOLLOW INSTRUCTIONS

A. SUBMITTER NAME & PHONE (optional)	FILING OFFICE ACCT #
B. E-MAIL CONTACT AT SUBMITTER	
C. RETURN SEARCH RESULTS TO: (Name and Address)	
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <span style="position: absolute; top: 5px; left: 5px;">┌</span> <span style="position: absolute; top: 5px; right: 5px;">┐</span> <span style="position: absolute; bottom: 5px; left: 5px;">└</span> <span style="position: absolute; bottom: 5px; right: 5px;">┘</span> </div>	

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR'S NAME to be searched: Provide only one Debtor name (1a or 1b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name)

OR

1a. ORGANIZATION'S NAME	
1b. INDIVIDUAL'S SURNAME	
INDIVIDUAL'S FIRST PERSONAL NAME	
INDIVIDUAL'S ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

2. INFORMATION OPTIONS relating to UCC filings and other notices on file in the filing office that include the Debtor name identified in item 1:

SEARCH TYPE     NON-CERTIFIED    **OR**     CERTIFIED

Select one of the following two options:     UNLAPSED RECORDS ONLY     ALL (Results provide all matching records, including those that have lapsed.)

INCLUDE COPIES?     YES     NO

INCLUDE ALL AVAILABLE LIENS IN INDEX (if applicable)?     YES     NO

3. COPY REQUEST ONLY (no search will be conducted)     CERTIFIED (Optional)

Record Number	Date Record Filed (if required)	Type of Record and Additional Identifying Information (if required)

4. ADDITIONAL SERVICES:

5. DELIVERY INSTRUCTIONS (request will be completed and mailed to the address shown in item C unless otherwise instructed here):

5a.  Pick Up

5b.  Other

Specify desired method here (if available from this office); provide delivery information (e.g., delivery service's name, addressee's account # with delivery service, addressee's phone #, etc.)