



MINNESOTA SECRETARY OF STATE

**CENTRAL NOTIFICATION SYSTEM
SPECIFICATIONS FOR CNS-3 FORM**

Pursuant to Minnesota Rules 8265.0100-8265.0600

To be considered a standard Minnesota Central Notification effective financing statement/statutory lien notice form, the following specifications must be met:

- A. Form size must be 8-1/2 inches by 11 inches;
- B. The form shall not exceed one page;
- C. Two identical copies of the page must be presented to the filing officer; and
- D. The type must be legible.

A standard effective financing statement/statutory lien notice statement of continuation and termination must be in substantially the following format:

A. The words "STATE OF MINNESOTA EFFECTIVE FINANCING STATEMENT (EFS)/STATUTORY LIEN NOTICE STATEMENT OF CONTINUATION AND TERMINATION; CNS-3 FORM" in all capital letters must appear at the top of the form with the following statement directly below: "This statement is presented for filing pursuant to Minnesota Statutes, section 336A";

B. A blank space in the upper left corner of the page with dimensions of two inches wide and 3-3/4 inches long placed one-fourth inch from the top of the page and one-fourth inch from the left side of the page. In the upper left hand corner the words "For Use By Filing Officer Only" shall appear;

C. List the original effective financing statement number and original filing date or the original statutory lien notice file number and original filing date;

D. List information on the debtor organized in the following manner: Individual debtor name listed with the last name first, followed by the first name and middle initial and the debtor's social security number (social security number is not required on a statutory lien notice) on one line, the debtor's mailing address including city, state and zip code on the next two lines. If the debtor is a business, the complete registered name of the business must appear as it is registered with the taxpayer identification number (taxpayer identification number is not required on a statutory lien notice);

E. List information on the secured party/lienholder organized in the following manner: secured party/lienholder name and mailing address including city, state and zip code;

F. List the single transaction to be accomplished by filing the form by choosing from the following:

- (1) effective financing statement continuation;
- (2) effective financing statement termination, including the date on which the security interest was satisfied;
- (3) statutory lien notice termination;

G. Provide a blank space on the bottom left of the page with dimensions of 3-1/2 inches wide and 1-1/2 inches long where a name and address can be inserted and used to return the acknowledgment copy of the effective financing statement or lien notice to the submitting party;

H. Provide signature lines for the debtor(s) and secured party on the bottom right side of the page across from the address area described in item G or a statement that the signatures of the parties are on file with the secured party.