

**INFORMATION REQUEST**

FOLLOW INSTRUCTIONS (front and back) CAREFULLY

A. NAME & PHONE OF CONTACT [optional]	FILING OFFICE ACCT #
B. RETURN TO: (Name and Address)	

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. **DEBTOR NAME** to be searched - insert only one debtor name (1a or 1b) - **do not abbreviate or combine names**

1a. ORGANIZATION'S NAME			
OR			
1b. INDIVIDUAL'S LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX

2. **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:

- 2a.  UCC SEARCH REPORT  CERTIFIED (Optional - Additional fee of \$4.00)  
 Please furnish a report listing all presently effective financing statements, related subsequent filings, and other notices showing the date and time of filing and the name and address of each Secured Party named therein.
- 2b.  COPY REQUEST  CERTIFIED (Optional - Additional fee of \$4.00)  
 Please furnish exact copies of each page of the financing statements, related subsequent filings, and other notices (including all attachment pages) listed on the requested search report.
- 2c.  SPECIFIED COPIES ONLY  CERTIFIED (Optional - Additional fee of \$4.00)

Please furnish exact copies of each page of the financing statements, related subsequent filings or other notices (including all attachments) that are identified below by document number. Under category Type of Document & Additional Identifying Information, please indicate if the Filing is a UCC, EFS, or Other (Statutory Lien, Mortgage, etc.)

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

3.  **EFS (Farm Product Filings) SEARCH REPORT**

Please furnish a report listing all presently active EFS filings, related subsequent filings, and other notices showing the date and time of filing and the name and address of each Secured Party named therein.

4. **MAIL INSTRUCTIONS** (Check only ONE option):

- 4a.  Regular Mail return: send to address shown in box B above
- 4b.  Fed Ex or other Courier Service: Requester must provide filing office with Airbill containing all account # and mailing information.
- 4c.  Fax to the following fax number: (\_\_\_\_) \_\_\_\_\_, Attn: \_\_\_\_\_
- 4d.  Pick Up: Please call the following telephone number when the Search or Copy Request is ready: (\_\_\_\_) \_\_\_\_\_, Attn: \_\_\_\_\_

## Instructions for National Information Request (Form UCC11)

Please type or laser-print this form. Be sure it is completely legible. Read all Instructions. Follow Instructions completely. Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. Filing office cannot give legal advice.

Do not insert anything in the open space in the upper portion of this form; it is reserved for filing office use.

When properly completed, send form with required fee, or Charge Account number, to filing office.

Filing office may offer additional information options. Contact filing office to obtain additional information options.

- A. To assist filing officers that might wish to communicate with requestor, requestor may provide information in item A. This item is optional.
- B. Enter name and address of requestor in item B. This item is NOT optional.

1. **Debtor name:** Enter only one Debtor name in item 1, an organization's name (1a) or an individual's name (1b). Enter Debtor's exact full legal name. Don't abbreviate.
  - 1a. **Organization Debtor.** "Organization" means an entity having a legal identity separate from its owner. A partnership is an organization; a sole proprietorship is not an organization, even if it does business under a trade name. If Debtor is a partnership, enter exact full legal name of partnership; you need not enter names of partners as additional Debtors. If Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed charter documents to determine Debtor's correct name, organization type, and jurisdiction of organization.
  - 1b. **Individual Debtor.** "Individual" means a natural person; this includes a sole proprietorship, whether or not operating under a trade name. Don't use prefixes (Mr., Mrs., Ms.). Use suffix box only for titles of lineage (Jr., Sr., III) and not for other suffixes or titles (e.g., M.D.). Use married woman's personal name (Mary Smith, not Mrs. John Smith). Enter individual Debtor's family name (surname) in Last Name box, first given name in First Name box, and all additional given names in Middle Name box.

For both organization and individual Debtors: Don't use Debtor's trade name, DBA, AKA, FKA, Division name, etc. in place of or combined with Debtor's legal name; you may add such other names as additional Debtors if you wish (but this is neither required nor recommended).

2. **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. Please note that it is permissible to select an option in 2a and also check an option in 2b. Check the "CERTIFIED (Optional)" box appropriately in items 2a, 2b, or 2c. **NOTE:** *There is an additional \$4.00 fee for Certified.*
  - 2c. Complete item 2c if you are ordering only copies of specific records by document number.
3. 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.
4. **Delivery Instructions:** Unless otherwise instructed, filing office will mail information to the name and address in item B. If information will be picked up from the filing office, check the "Pick Up" box and include your telephone number and name of contact person. For Fax response, check applicable box and include Fax number and name of contact person. If requesting delivery service, provide delivery service's name and requestor's account number to bill for delivery charge. Filing office will not deliver by delivery service unless prepaid airbill or account number for billing is provided.