



**REQUEST FOR INFORMATION OR COPIES - UCC-11**  
 NORTH DAKOTA SECRETARY OF STATE/REGISTERS OF DEEDS  
 SFN 14005 (8-97)

**PLEASE TYPE.** Please read directions on back before completing. SUBMIT COMPLETED REQUEST TO ANY REGISTER OF DEEDS' OFFICE OR THE SECRETARY OF STATE'S OFFICE.

A. Customer Billing Number	Return by Fax Fax #	<b>COMPLETE ONLY ONE OF B, C, OR D:</b>
B. NAME TO SEARCH: Last Name                      First                      Middle                      SEARCH Preference: <input type="checkbox"/> General or <input type="checkbox"/> Specific		
C. SSN/TIN TO SEARCH:		D. FILE NUMBER(S) TO SEARCH:

E. ADDITIONAL SEARCH CRITERIA: (more than 1 city may be inserted)

Address of above debtor: \_\_\_\_\_

Address above plus city of \_\_\_\_\_

All North Dakota.

Please hold to include filing(s) that accompany this search request.

Please provide only filings that list the requesting party.

Please exclude filings that list the requesting party.

Please hold until \_\_\_\_\_ (date)

F. TYPE OF SEARCH:

INFORMATION REQUEST: Please provide an information listing with a certificate on the above debtor or associated with the SSN/TIN or the file number(s) listed above:  
 Of all presently active filings as of the certification date and time.  
 Or all presently active filings from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).  
 Or all new filings (including terminations) since this date \_\_\_\_\_ to current certification date and time.  
 And provide copies of the above filings as requested. (Original filings will include all pages of associated filings).

COPIES:  Please provide copies, with certificate of each page of all active filings on the above debtor or associated with the SSN/TIN or file number(s) listed above. (Original filings will include all pages of associated filings).  
 Or provide copies only from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

CERTIFIED COPIES: Please provide a certified copy of each active filing on the above debtor or identified by filing number in item "D" above. (Original filings will include all pages of the original filings and all pages of associated filings).

**(NOTE: CERTIFIED COPIES MUST BE REQUESTED FROM THE OFFICE OF ORIGINAL FILING.)**

If type of search is not checked an information request of all presently active filings will be provided.

G. INDEX(ES) TO BE SEARCHED:

All     UCC Index     Statutory Lien Index     Federal Lien Index     State Tax Liens     Farm Products Central Notice     Agricultural Stat. Notice

Please check the box for each index you wish searched for the above debtor name or SSN/TIN or file number(s). If no box is checked, the search will reflect all indexes.

H. REQUESTING PARTY'S NAME AND ADDRESS:

1. Telephone # \_\_\_\_\_

2. Contact Person \_\_\_\_\_

3. Signature of Requesting Party \_\_\_\_\_

I. COMMENTS:

Return search request to:

J. Please return by Express Mail

Carrier Billing Number: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

Please do not type outside of bracketed area

**INSTRUCTIONS**

1. Verify for accuracy and correct spelling.
2. Submit the original to any register of deeds' office or the Secretary of State's Office.
3. Refer to the user's guide for further information. The guide may be purchased from the Secretary of State's Office.

The following letters correspond to the lettered sections on the front of this form.

- A. **CUSTOMER BILLING #:** Clients may request to be billed for services. Upon approval a customer billing number is provided by either a Register of Deeds or the Secretary of State. This number must be typed on the form for accurate billing processing. Without a customer number all fees must be paid at the time of submitting the search request. Any fees due over the amount submitted will be billed. If requesting search information be faxed mark "X" in the box. Information up to 20 pages may be faxed for an additional fee. Over 20 pages will be mailed.
- B. **NAME TO SEARCH:** You may submit only one name per search request. How you list the debtor name will affect your search request. You may request a search by marking either general or specific. Or you may request a search by SSN/TIN. Please note: while North Dakota law requires either SSN/TIN for all debtors when filing a financing statement not all records currently have these numeric identifications.

**NOTE:** For search purposes husbands and wives, proprietors and dba's are considered separate names. John and Mary Smith are two separate names. Mark Jones dba Jones Farms are two names. If a form lists two such names, two searches will be performed.

**GENERAL NAME SEARCH:** You will receive information on all active filings for names alphabetically after the last letter provided. For example, if you submit the name "Smith A", you will receive all "Smith" names with a first name beginning with "A" and having any middle name or middle initial. If you submit the name "Smith Albert T", you will receive only the names "Smith" with a first name "Albert" and a middle initial "T", or any other "Smith" with a first name "Albert" and a middle name or initial beginning with the letter "T", such as " Smith Albert Tim" or "Smith Albert Troy." On a general search you will receive information on any name where there are additional letters alphabetically after the last letter provided.

**SPECIFIC NAME SEARCH:** You will receive all the active filings for the specific name listed. For example, if you list the name "Smith, Albert", you will receive all "Smith, Albert" names in the index(es) you stipulate. You will not receive any "Smith, Albert" that list a middle initial. If you list the name "Smith, Albert T", you will receive all the "Smith, Albert T" names in the index(es) you stipulate.

**SPECIAL FEATURE:** At no additional charge, you will be provided all the alias names associated with the SSN/TIN for the general or specific names identified in the search of records in the index(es) specified. This information may be of benefit in identifying additional search conditions you may be interested in requesting. The alias list is not part of the legal search.

In searching a name the computer program is designed to read certain abbreviated words as if they were spelled out completely. For example if you list ABC, Inc. the computer program will provide entry information on ABC, Inc. and ABC, Incorporated. For a list of abbreviations see the user's guide.

- C. **SSN/TIN TO SEARCH:** You may request a search by social security number or federal tax identification number.
- D. **FILE NUMBER(S) TO SEARCH:** You may request a search and/or copies of specific filings by listing the file numbers. You may request a search on up to five (5) file numbers for each UCC-11.
- E. **ADDITIONAL SEARCH CRITERIA:** You may limit or expand the search by selecting any of the options. Mark and fill in appropriate box(es).
- F. **TYPE OF SEARCH:** Mark the appropriate box(es) that will best meet your needs for this request. If type of search is not checked an information request of all presently active filings will be provided.
- G. **INDEXES TO BE SEARCHED:** Check the specific index system to be searched. If no box is checked, the search will reflect all indexes.
- H. **REQUESTING PARTY:** Providing a telephone number and contact person will help facilitate resolving any questions regarding the search request. Be sure to have an appropriate individual sign the request.
- I. **COMMENTS:** This space is provided to make additional comments regarding the search request.
- J. **RETURN BY EXPRESS MAIL:** You may request search material be returned by express mail by providing the name of the carrier and your carrier billing number.

**FEES:**

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| <p>A. Type of Search:</p> <ol style="list-style-type: none"> <li>1. Information request with certificate:                     <ul style="list-style-type: none"> <li>A. First five entries _____ \$ 7.00</li> <li>B. Each additional five entries or fraction thereof _____ \$ 2.00</li> </ul> </li> <li>2. Copy request with certificate:                     <ul style="list-style-type: none"> <li>A. Certificate and first three pages _____ \$ 7.00</li> <li>B. Copy per page thereafter _____ \$ 2.00</li> </ul> </li> <li>3. Certified copies:                     <ul style="list-style-type: none"> <li>A. Certificate per filing _____ \$ 7.00</li> <li>B. Each additional page after first page ... \$ 1.00</li> </ul> </li> </ol> | <p>B. Information Faxed:</p> <ol style="list-style-type: none"> <li>1. Additional Charge _____ \$ 3.00<br/>(up to 20 pages)</li> </ol> |
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