



REQUEST FOR INFORMATION OR COPIES - UCC-11
 NORTH DAKOTA SECRETARY OF STATE / COUNTY RECORDERS
 SFN 14005 (01-2012)



Information Request

Follow Instructions (front and back) carefully

1a. Contact Name:	Telephone Number:
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1b. Requestor Name and Address:

THE ABOVE SPACE IS RESERVED FOR FILING OFFICE USE ONLY

2. SEARCH CRITERIA CNS & STATUTORY NOTICE ONLY

2a. Search By: (Select only one per form)

<input type="checkbox"/> Debtor Complete section (2b, 2c & 2g - 5)	<input type="checkbox"/> Secured Party Complete section (2b, 2c & 2g - 5)	<input type="checkbox"/> File Number Complete section (2f, 3, 4 & 5)	<input type="checkbox"/> SSN/TIN Complete section (2e & 2g - 5)
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2b. Select Name Search Type: General Specific

2c. Debtor or Secured Party Name to be Searched: Provide only one name (5a or 5b): Name will be searched exactly as requested.

Organization's Name			
OR			
Individual's Last Name	First Name	Middle Name	Suffix

2d. Search may be limited by one or two city(s) of the debtor or secured party address: (If a city(s) is not listed, the search will reflect all filings).

City 1: _____ City 2: _____

2e. Debtor SSN/TIN of CNS and Statutory Lien Notices to be searched: (UCC, MSL, and tax lien filings cannot be searched by SSN/TIN)

2f. File Number(s) to be searched: If an Initial File Number is requested, all associated filings will be included in the results. Additional file numbers need to be listed on an attached page.

1. <input type="text"/>	6. <input type="text"/>	11. <input type="text"/>	16. <input type="text"/>
2. <input type="text"/>	7. <input type="text"/>	12. <input type="text"/>	17. <input type="text"/>
3. <input type="text"/>	8. <input type="text"/>	13. <input type="text"/>	18. <input type="text"/>
4. <input type="text"/>	9. <input type="text"/>	14. <input type="text"/>	19. <input type="text"/>
5. <input type="text"/>	10. <input type="text"/>	15. <input type="text"/>	20. <input type="text"/>

2g. Index selection: Check the box for each index you want to search for the debtor, secured party or SSN/TIN search. (If a box is not checked, all indexes will be searched).

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

2h. Filing status to search: (Select One)

All unexpired filings as of the certificate date and time

All lapsed and unexpired filings as of the certificate date and time

All unexpired filings from Month _____ Day _____ Year _____ to Month _____ Day _____ Year _____

All unexpired filings from Month _____ Day _____ Year _____ to Current Date and Time search is run.

3. Information Options: Select one - (All information requests are certified).

Information (only) Copies (only) Information and Copies Certified Copies (only) Information and Certified Copies

4. Additional Services:

5. Delivery Instructions: (request will be completed and results mailed to the address shown in section 1b unless otherwise instructed here).

Pick up Fax - Fax number _____

Other _____

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

UCC-11 INSTRUCTIONS**FEES: All fees must be paid to the Secretary of State before results are furnished.****Information Request with Certificate:**

First 5 entries	\$7.00
Each additional five entries or fraction thereof	\$2.00

Copy Request with Certificate:

Certificate and first three pages	\$7.00
Copy per page thereafter	\$2.00

Information Request with Copies:

Information Fees	Same as above
Copy Fees (per page)	\$2.00

Certified Copies:

Certification - 1st page	\$10.00
Each additional attached page	\$ 2.00

Faxing Fee: \$3.00 (Maximum of 20 pages per search)

FILING OFFICE: Submit the original request to any County Recorder or the Secretary of State.

ACCURACY: Before submitting, carefully review for accuracy. Mistakes may have important legal consequences. The filing office cannot give legal advice. If you have any questions of that nature, please consult your legal council.

SEARCH RESULTS: Search results will be sent to the requestor and address provided in section 1b.

The following instructions relate to the numbered sections of this form.

1a. Provide the name and daytime telephone number of a contact person if the filing office has any questions.

1b. Requestor Information: Enter the name and complete mailing address of the requestor.

2. SEARCH CRITERIA:

2a. Search By: Check only **one** box to define whether the search method is to be by Debtor Name, Secured Party Name, File Number or by SSN/TIN of debtors in CNS and Statutory Lien Notices. Secured Party Searches must be sent to SOS office.

Privacy: For CNS filings, SSN/TIN is required by North Dakota law and the Federal Food Security Act of 1985. The number is used to search CNS filings but is not returned in the search results and is redacted from all copies of the record.

2b. Search Type: If the choice in section 2a is a search by Debtor Name or Secured Party Name, check only **one** box to define if the name is to be searched either by General or Specific. A Specific search limits the search results.

2c. Debtor Name or Secured Party Name: If Debtor Name or Secured Party Name was selected in section **2a**, provide only **one** name, organization or individual and complete sections 2g through 5.

2d. Limit by City: A Debtor Name or Secured Party Name search may be limited to one or two cities. If a city is not defined, the search will reflect all filings.

2e. SSN/TIN Search: If SSN/TIN was selected in section 2a, provide only **one** SSN/TIN number per form and complete sections 2g through 5. (Only applies to CNS and Statutory Lien Notices. UCC, MSL, and Tax Lien filings cannot be searched by SSN/TIN.)

2f. File Number Search: If File Number was selected in section 2a, provide each file number to be searched and complete sections 3 through 5. If an initial file number is requested, all associated filings will be included in the results. If a file number search is that of an associated filing, only that filing will be provided. Additional file numbers beyond the 20 spaces provided need to be listed on an attached page.

2g. Index Selection: Check the box to indicate the specific index to be searched. If a box is not checked, the search will reflect filings from all indexes.

2h. Filing Status: Check only one box to specify the status of the filings or a specified date range of all unexpired filings for the desired results.

3. Information Options: Check only **one** box to select the type of desired results. All information requests are certified.

4. Additional Services: This space is provided for additional instructions regarding the search request.

5. Delivery Instructions: Unless otherwise instructed, the search results will be sent by First Class US mail to the requestor provided in section 1b. If the results will be picked up or are to be faxed, check the appropriate box and provide the fax number (a maximum of 20 pages can be faxed). If the results are not to be sent by mail or fax, check the "Other" box and specify the delivery method. If the results are to be sent by alternate delivery service, include the delivery service name and the requestor's account number with that service to bill for the delivery charges. The filing office will not assume costs for special delivery services.