

UCC Search Instructions by State

Colorado (free internet search)

- Go to www.sos.state.co.us
- Under “Programs & Services”, click on the link “Uniform Commercial Code (UCC)”
- Under “Search, click on “Debtor Name”
- If the customer who owns the Trade-In equipment is a corporation, LLC, LP, or partnership, click in the search box indicating “Organization”
- If the customer is an individual, click in the search box indicating “Individual”
- Enter the exact name of the individual or business as obtained in the UCC Search Checklist
- Click on “Search”
- If your customer’s name appears on the “Search Results” page, click on the “Document #” or “Record #” next to the customer’s name to view the image of the filing

Idaho (free internet search; filing images available by paying a one-time fee or by subscription)

- Go to www.accessidaho.org
- Click “Business” on the top left
- Under the heading “Get It Done Online,” click “Search liens filed with UCC division”
- There are two search options: Basic and Premium. The Basic search is available on this page, and the Premium search requires a subscription which may be purchased for \$95/year
- Basic Search (appears after clicking “Search liens filed with UCC division”)
 - Type the name of the customer in the individual or company search fields. (You do not have to fill in all of the boxes if you do not wish to do so.) Then click “Search Current Filings”
 - To view images of the filings in your search results, you may request one-time access to all of the documents listed in the search results for \$12.00 by clicking “\$12 – Access to documents & images from this search” at the top of the page.
 - Read the Terms of Use at the bottom of the page and if you agree, click the box next to “I agree to the Terms of Use below,” and then click “Proceed to Payment” and follow the instructions to enter your billing information and download a PDF with the document images.
- Premium Search (requires \$95/year subscription to Access Idaho)
 - You will need to subscribe to Access Idaho and register for an online account
 - To become an Access Idaho subscriber:
 - After clicking “Search liens filed with UCC Division,” click on “Premium Search” at the bottom of the page
 - Click “How To Subscribe”
 - Under the heading “Not a Subscriber Yet? Sign Up!” click on “Download Subscription Agreement,” and read the cover page for instructions on how to

- select the services you wish to access, enter your billing information, and mail or fax the form to complete registration.
- To sign up for an online account:
 - After clicking “Search liens filed with UCC division,” click on “Premium Search”
 - Click “Sign up here” and follow the instructions to create a login
- After you have registered for an online account and subscribed to Access Idaho, or if you are already registered and subscribed, log in and read the Terms of Use. If you agree, click the box to continue to the Search page.
- Type in the name of the customer in the appropriate box and click “Search Current Filings.” Click the “+” sign to the left of any record to display all of the available data. Click the filing number to view an image of the filing at no additional charge.

Kansas (must pay for internet subscription and searches)

- To become a subscriber:
 - Go to www.kansas.gov
 - At the bottom of the webpage, under “Resources”, click on “Subscriber Center”
 - Click on “Sign Up Now”
 - Follow the instructions to become a Subscriber
 - The cost is \$95.00 initial fee and a \$95.00 annual fee
- Once you have become a subscriber, or if you are already a subscriber:
 - Go to www.kssos.org
 - Click on “Business Filing Center”
 - Under “Uniform Commercial Code”, click on “UCC Debtor Search Requests”
 - (A new window or tab should pop up) Under “Online”, click on “click here to perform an online search”
 - Type in the name of the customer
 - Review the liens filed, if any
 - The cost is \$10.00 per search and \$1.00 per page to print the UCC financing statement

Missouri (free internet search)

- Go to www.sos.mo.gov
- Click on “Business Services”
- Click on “UCC” on the left side of the webpage
- Click on “Search UCC Filings”
- You must register to use the research system – there is no cost (click on “Create Account”)
- Once you have registered and logged-in, click on “New Liens Search”

- There are two search options: Standard RA9 Search (exact name search) and Non-Standard Search (partial name search). Select the appropriate search for you and also click the circle to indicate whether the debtor is an individual or organization
- Type in the name of the customer and it will show all UCC liens filed
- Click on “View Filing Chain” to view images of filings (if the document is not scanned into the system, call (573) 751-4179 and request that it be scanned)

Nebraska (must pay for internet subscription and searches)

- If you are not a subscriber:
 - Go to www.nebraska.gov/subscriber
 - Click on “Subscribe Now”
 - Follow the instructions on how to subscribe
 - The cost is \$50.00 for an initial subscription fee and a \$50.00 annual subscription fee
- After you have subscribed, or if you already are a subscriber:
 - Go to www.sos.state.ne.us
 - Under “Quick Links”, click on “Uniform Commercial Code”
 - Click on “UCC/EFS Searches”
 - Click on “UCC Name Search” to search customer’s name under the debtor name and review any liens
 - The cost is \$4.50 per search and \$0.50 cents per printed UCC image

New Mexico (free internet search)

- Go to www.sos.state.nm.us
- Hold cursor over “Business Services”
- Click on “UCC Online Research and Images”
- Enter the customer’s name in the “Debtor Name” box (organization or individual) as obtained on the UCC Search Checklist
- Click on “Search”
- Click on the “IFS #” (initial financing statement number) link next to the debtor name to view images of the filings – click the icon under “View File” on right side of webpage

Oklahoma (free internet search)

- Go to www.oklahomacounty.org/coclerk
- Hold cursor over “Registrar of Deeds & UCC”
- Click on “ROD & UCC Search”
- Read the statement and click on “Yes” if you understand and accept the statement (you will have the option to enter the ROAM site (new site) or AiLIS (old site) – to ensure complete results, run the UCC searches on both sites

- ROAM (new site)
 - Click on “UCC Search” in the upper left hand corner
 - Enter customer name in the search box
 - Review any liens by clicking on “view image”
- AiLIS (old site)
 - Enter customer name in the general search box
 - Check the box that says “UCC” under “Document Types” to include in search results
 - Review any liens by clicking on “view image”

Oregon (free internet search)

- Go to www.sos.oregon.gov
- Click “Business” at the top left
- Click “Uniform Commercial Code (UCC)”
- Click “Search for a UCC Record,” which will display a dropdown menu
- To search UCC Records, click “UCC Record Search.”
- Click a circle to indicate whether you are searching for an individual or an organization.
 - If the debtor is an individual, enter the individual’s name and click “Search”
 - If the debtor is an organization, enter the organization name and click “Search”
- If your customer’s name appears on the “Search Results” page, click on the customer’s name to view that person’s record. You may view an image of the filing by clicking the number in the column labeled “Images” on the far left side of each entry.

Texas (must create account and pay for searches)

- Go to www.sos.state.tx.us
- Hold cursor over “Uniform Commercial Code”
- Click on “SOSDirect – Online Searching and Filing”
- Click on the large “SOSDirect” icon at the top of the page
- If you do not have an account:
 - Click on “request for SOSDirect Account” or obtain a temporary login by clicking on “temporary login form”
 - Follow the instructions to set up an account
- After you have set up an account, or if you already have an account:
 - Enter your SOSDirect User Name and Password
 - Conduct search using the exact customer name
- The cost is \$1.00 per search

Washington (search is free, but copies of some records cost \$15.00)

- Go to www.dol.wa.gov
- Click on “Uniform Commercial Code” under the Professions heading
- Click on “File and search online”
- Click on “Search Records” on the left side of the screen
- Click the circle next to indicate whether the debtor is an individual or an organization, enter the customer’s information into the corresponding fields, and click “Continue”
- You may choose to include lapsed records in your search. You can also choose to limit your search to a specific area or type of lien. If you do not wish to expand/narrow the search, you can skip this step by clicking “Continue” at the bottom right.
- If there are results to display, they will appear in a list. To view a list of the results in a separate PDF document, click “Certified Search Report.”
- For many records, you can view the UCC financing statement by clicking the PDF icon at the right side of each record.
- If the document you wish to view is not available online, you must request by clicking the box on the far right side of the record and selecting a delivery option at the bottom of the page. Any and all records selected will be delivered for a total of \$15.00.
 - If you choose the delivery option, fill out your mailing information on the next screen and click “Update Session Filer Info”
 - On the next screen, fill out your billing information, and click submit to have the records you selected delivered by the method you selected.