



State of Utah
DEPARTMENT OF COMMERCE
Division of Corporations & Commercial Code
Instructions for National UCC 11 Information Request

Please type or laser-print this form. Be sure it is completely legible. Read and follow all instructions completely.

A. Name & Phone of Contact [optional]:

- Provide name & phone number if request will be picked up or in case the division has any questions.

B. Return To: (Name and Address)

- Provide name and address to which the request will be returned.

1. Debtor Name to be searched

- Provide only one debtor name in either box 1a or 1b.
- Provide EXACT debtor name to be searched.
- Certified Search requests will be processed with the EXACT name submitted. If there are multiple variations to a debtors name on file, multiple UCC 11 Information Requests for certification must be submitted. The division will provide a “wild-card” search after certification that will show, if found, any variations of a debtors name.
- Uncertified Search requests need only the debtors name (one per page). The division will provide a “wild-card” search that will pull all variations on the name submitted.

2. Information Options (boxes 2a, 2b and 2c)

- Only the “Certified” and “All” boxes are recognized.
- In order to certify a request one of the three certification boxes must be checked.
- If no certification box is checked or only the “ALL” or “UNLAPSED” boxes are marked the request will be treated as an Uncertified Search.
- **Certification:**
 - **Box 2a. Search Response:** Provides a Certification page, filing summary, and a Filing History.
 - **Box 2b. Copy Request:** Provides all of the above plus copies of the Records of Filing (data only) currently in the division system. Actual copies of documents will not be certified but may be requested on separate information request.
 - **Box 3c. Specified Copies Only:** Provide only one filing number to be certified in the box provided. Again, actual copies of documents will not be certified but may be requested. Multiple file numbers for certification on one request will cause the request to be rejected.
- **Uncertified:**
 - Name requests as outlined above.
 - Specific file numbers may be listed in box 2c and/or box 3

3. Additional Services

- This box may be used to list multiple uncertified file numbers and/or to request actual copies of the filings submitted. Please reference “Actual Images” when appropriate.

4. Delivery Instructions

- **Box 4a:** Used if requester would like to pick-up the request. Please provide a name and phone number to be contacted.
- **Box 4b:** To be used should another means of transmission is to be used.

Under GRAMA {63-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, the business entity physical address may be provided rather than the residential or private address of any individual affiliated with the entity.

Mail In: PO Box 146705
Salt Lake City, UT 84114-6705
Walk In: 160 East 300 South, Main Floor
Information Center: (801) 530-4849
Toll Free: (877) 526-3994 (within Utah)
Fax: (801) 530-6438