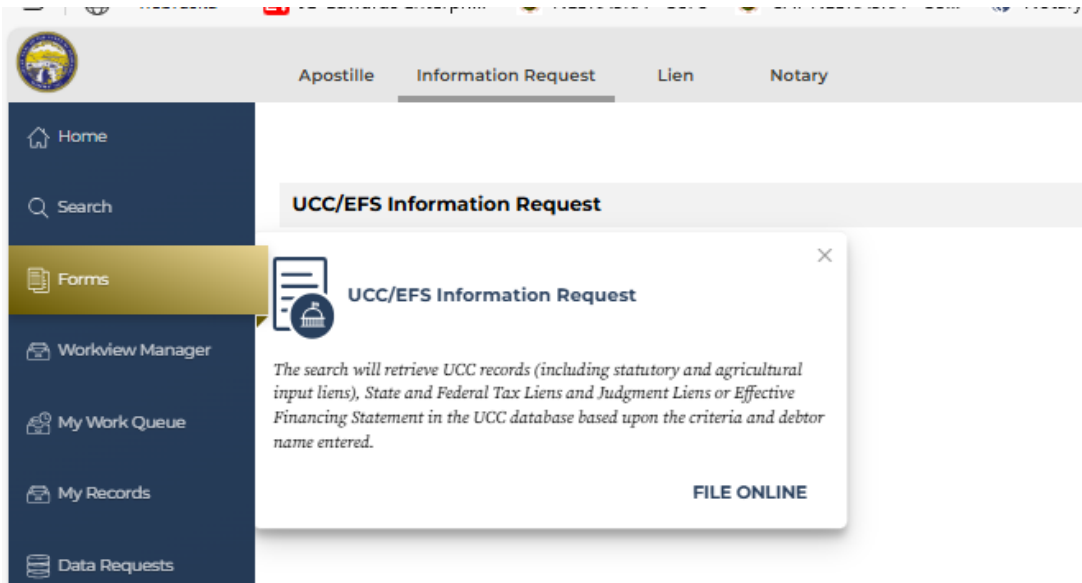


UCC/EFS Name Search

To request a UCC or EFS search, you will need to be logged into the portal.

After logging in navigate to Forms and select Information Request at the top of the screen.

Next select UCC/EFS Information Request, followed by File Online.



Submitter

Enter the Submitter contact information (optional). Select Next Step to proceed.

A screenshot of the 'UCC-1 Financing Statement' form. The left sidebar has a menu with 'Submitter' selected (highlighted in gold) and other options: 'Debtors', 'Secured Parties', 'Collateral', 'Additional Info', 'Addendum', 'Confirm', and 'File Document'. The main content area is titled 'Uniform Commercial Code Financing Statement (UCC1) – General Information'. Below this is a paragraph of text explaining the form's purpose. The 'Submitter information' section contains several input fields: 'Submitter Name', 'Name of Contact At Submitter', 'Address' (with a location pin icon), 'STE/APT/FL', 'City', 'State' (a dropdown menu), 'ZIP code', 'Country' (a dropdown menu showing 'UNITED STATES'), 'Phone number of Contact At Submitter', and 'Email Contact at Submitter'. At the bottom of the form, there are two buttons: 'Save Draft' and 'Next Step'.

Search Parameters

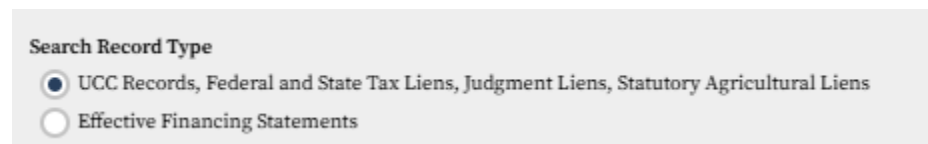
If you would like a certified search, please select the button Certify the Request. The certified search will add \$10.00 to the cost of the request type listed below.



☐ Certify the Request

Certification adds an \$10.00 to the fee

The next selection is to mark the Search Record Type. You can either search records including UCC Records, Federal and State Tax Liens, Judgment Liens, Statutory Agricultural Liens; or select to search records including Effective Financing Statements.

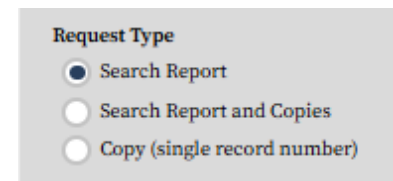


Search Record Type

☒ UCC Records, Federal and State Tax Liens, Judgment Liens, Statutory Agricultural Liens

☐ Effective Financing Statements

The next selection is Request Type. You will have 3 options to choose from.



Request Type

☒ Search Report

☐ Search Report and Copies

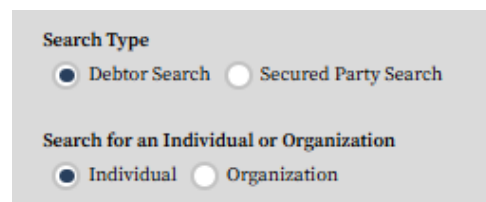
☐ Copy (single record number)

Search Report – Once the search is completed, this request type will generate a downloadable search report showing the filings retrieved based upon the search criteria entered. The cost for this search is \$4.50.

Search Report and Copies – this request type will generate a downloadable search report and copies of the filings retrieved based upon the search criteria entered. The cost for this search is \$4.50 for the search report and \$0.45 for each copy.

Copy (single record number) – this request type will generate a downloadable copy of the filing selected. The cost for this request is \$0.45 per page of the record.

If you select the request type Search Report or Search Report and Copies you must select to search by Debtor or Secured Party. You will then select if the name being searched is for an individual or organization.



Search Type

☒ Debtor Search ☐ Secured Party Search

Search for an Individual or Organization

☒ Individual ☐ Organization

Additional Options

The next selections are not required and will limit the search results returned in your search request.

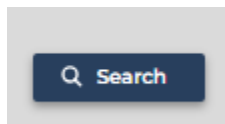
City – This will limit the search results to only include where the party address includes this specific city.

State - This will limit the search results to only include where the party address includes this specific state.

Start Date - This will limit the search results to only include filings that were filed on or after the date entered. Please leave this field empty to obtain all results.

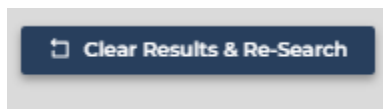
Lapse Filing – by selecting this option the search results will include filings that have lapsed. **Note Inactive filings (filings that have been in a lapse state for more than one year) are no longer searchable.

After entering all the desired search criteria, please select the search button.



After selecting this button, a display of the first 100 search results will appear on the screen.

If you need to fix any selections, please select the Clear Results & Re-Search button.



Select Next Step to proceed.

Confirm

Next confirm that the information entered is correct. Select Next Step to proceed.

UCC/EFS Information Request

☒ Submitter

☒ Search Parameters

☒ Confirm

☐ Submit Request

Confirm

Please review all information entered before proceeding.

Submitter

Submitter information

Submitter Name	SUBMITTER NAME
Name of Contact At Submitter	
Address	ADDRESSES CITY, NE 68509
Phone number of Contact At Submitter	
Email Contact at Submitter	
Client Memo	

Search Parameters

Certify the Request	No						
Certification adds an \$10.00 to the fee							
Search Record Type	UCC Records, Federal and State Tax Liens, Judgment Liens, Statutory Agricultural Liens						
Request Type:	Search request only						
Search Type:	Debtor Search						
Individual or Organization:	Individual						
Individual Name:	JOHN SMITH						
City:							
State:							
Start Date:							
Include lapsed filings on search response:	No						
Total Filings Found							
Record Number	Debtor	File Number	Doc Type	Secured Party	Filing Date	Lapse Date	Page Count
0493010011	SMITH, KAREN K	0493010011	UCC Financing Statement	NEBRASKA STATE BANK & TRUST	10/26/1993	10/26/2028	0

Previous Step

Next Step

Submit Request

Select File Online and you will be brought to your Cart. You will have the following options:

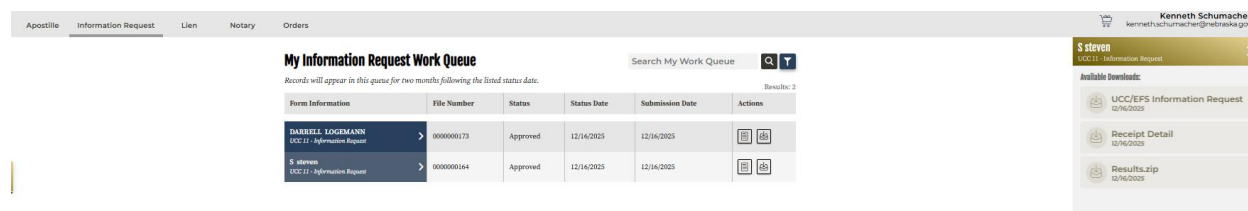
1. Pay with Frequent Payor Account
 - a. If you are set up with a Frequent Payor Account, you will be able to pay with that account and see your current balance by selecting this option.
2. Pay with Card of ACH
 - a. By selecting this item, you will be brought to the checkout page to enter your payment information.
 - i. For payments using a credit card, an additional \$1.75 plus 2.49% will be added to the total in your cart at checkout.
 - ii. For payments using an ACH (Automated Clearing House), an additional \$1.75 will be added to the total in your cart at checkout.
3. File/Order Additional Items
 - a. By selecting this option, you will be able to add more items to your cart to check out at the very end.

Accessing Search Results

When you have completed your payment for the search, please go to your [My Information Request Work Queue](#). You can locate this queue by selecting My Work Queue on the left side of the page and selecting “Information Request” at the top of the page. On this page you will see your search requests. When the status says “Approved” you may download your results by click the download button.



After clicking the download button, you will have 3 items available for you to download:

The screenshot shows a web application interface for "My Information Request Work Queue". At the top, there are navigation tabs: "Apostille", "Information Request" (which is selected), "Lien", "Notary", and "Orders". The main header area includes the user's name "Kenneth Schumacher" and email "kenneth.schumacher@mdot.mn.gov". Below the header, there is a search bar labeled "Search My Work Queue" and a "Results: 2" indicator. The main content area is a table with columns: "Form Information", "File Number", "Status", "Status Date", "Submission Date", and "Actions". The table contains two rows of data. The first row is for "DARRELL LOGEMANN" with file number "0000000173", status "Approved", status date "12/14/2025", and submission date "12/14/2025". The second row is for "S. Steven" with file number "0000000164", status "Approved", status date "12/14/2025", and submission date "12/14/2025". To the right of the table, there is a sidebar titled "Available Downloads:" which lists three items: "UCC/EFS Information Request" (12/16/2025), "Receipt Detail" (12/16/2025), and "Results.zip" (12/16/2025). Each item has a download icon next to it.

1. UCC/EFS Information Request – this is the copy of the selections made in the search request.
2. Results.zip – When this is selected your computer will download a zip file. This file will include your search results and/or any copies ordered.
3. Receipt Detail – This is your receipt from the transaction.