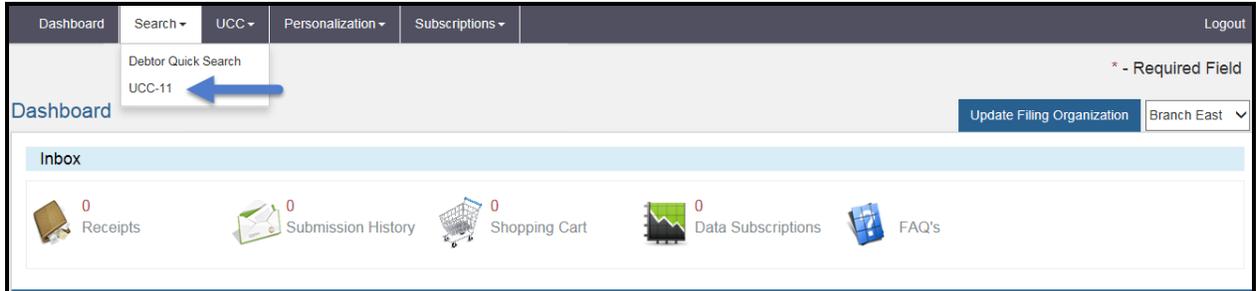
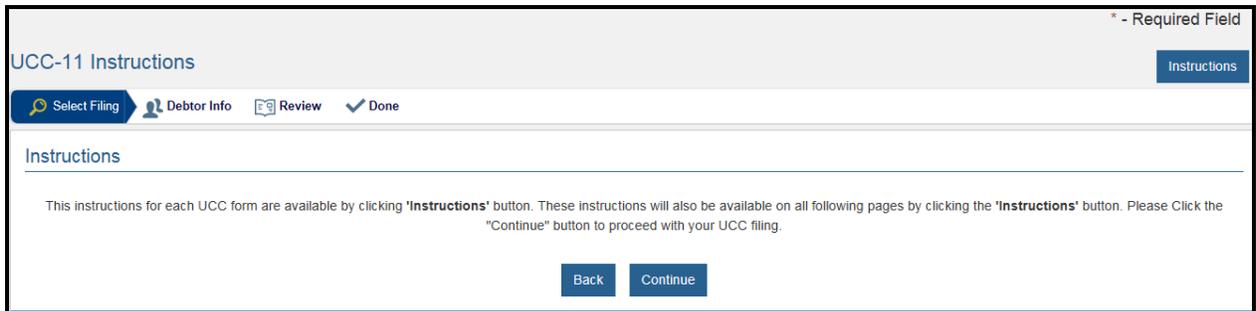


## UCC – 11 Search

1. From the Navigation Menu, hover over the Search drop-down, and click the “UCC – 11” link.



2. The User will be directed to the UCC-11 Instructions screen. Click the **Back** button to return to the Dashboard or click the **Continue** button to navigate to the UCC-11 Search Criteria screen.



3. Select a “Search By” type (system will default to **Search by Debtor**).

## Searching by Debtor:

1. Enter the Debtor to be Searched:
  - a. If searching by **Individual**, the last name is the only required field.
  - b. If searching by **Organization**, click the “This is an Organization” radio button and enter the organization name.
2. Select General Search Options:
  - a. Search Certificate – will return search certificate only.
  - b. Search Certificate and Copies – will return search certificate and all filing images.
  - c. Face Copies – will only return the first page of the filing images.
3. Select Additional Search Criteria if desired.
  - a. Filing Status will default to unlapsed financing statements only. Click **All** to include both lapsed and unlapsed financing statements.
  - b. Click **Specific Time Period Search** to display Start/End Date fields.
  - c. Click the **Include Related Documents** checkbox to include all documents *outside of the selected time period* that are related to the filings within the selected time period.
  - d. Click **Specific City Search** to enter only a specific city to be searched.

\* - Required Field

### UCC-11 Search

[Instructions](#)

Select Filing > Debtor Info > Review > Done

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#### UCC-11 Search Criteria

Certified Through: 06/17/2016

Search By:\*

Search By Debtor  Search By File Number

Debtor to be Searched:

This is an Individual  This is an Organization

First Name:  Middle Name:

Last Name:  Suffix:

General Search Options:

Search Certificate - Furnish a listing of financing statements and tax liens. No copies are provided.

Search Certificate and Copies - Furnish a listing of copies of financing statements and tax liens.

Face Copies - Furnish copies of the first page only of financing statements and tax liens.

Additional Search Criteria Options:

Filing Status:  All (Includes lapsed financing statements)  Unlapsed Financing statements only

Specific Time Period Search

Specific City Search

[Back](#) [Clear](#) [Continue](#)

## UCC – 11 Search by File Number

1. Select **Search By File Number** (system defaults to **Search by Debtor**)

The screenshot shows the 'UCC-11 Search' interface. At the top right, there is a '\* - Required Field' indicator and an 'Instructions' button. Below the title bar, there are navigation tabs: 'Select Filing', 'Debtor Info', 'Review', and 'Done'. The main section is titled 'UCC-11 Search Criteria'. It displays 'Certified Through: 06/17/2016' and 'Search By:\*'. Under 'Search By:\*', there are two radio buttons: 'Search By Debtor' (unselected) and 'Search By File Number' (selected). Below this, there is a label 'File Number to be Searched:' followed by a checkbox for 'Include Related Documents' (unchecked). A text input field labeled 'File Number:\*' is present, with an 'Add' button to its right. At the bottom, there are three buttons: 'Back', 'Clear', and 'Continue'.

2. Enter the File Number to be searched.
3. Click the **Add** button. The User may add up to five (5) file numbers, which will be added to the matrix below the **File Number** field.
4. Check the **Include Related Documents** check box if the user wishes to include all related documents for the file number(s) entered.

The screenshot shows the 'UCC-11 Search' interface after adding file numbers. The 'Certified Through' date is now '09/07/2016'. The 'Search By:\*' section remains the same. The 'File Number to be Searched:' section now shows a table with two entries:

File Number	Action
2009087434-0	Delete
2013078006-3	Delete

The 'Add' button is still present to the right of the input field. At the bottom, there are three buttons: 'Back', 'Clear', and 'Continue'.

## UCC-11 Review Screen

1. After adding a Debtor Name or File Number(s) to the search, click **Continue** to navigate to the UCC-11 Review Screen.
2. Review the search criteria entered before clicking **Save and Add to Cart**.
3. To make changes, click the **Edit Search Criteria** or **Back** button to return to the UCC-11 Search Criteria screen.

## UCC-11 Debtor Name Search Review Screen

\* - Required Field

UCC-11 Search Review Instructions

Select Filing > Debtor Info > Review > Done

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Review Of Information Request Edit Search Criteria

Certified Through: 06/17/2016

Information to be Searched:

Debtor Name	Debtor Type
J Jones	Individual

General Search Options:  
Search Certificate - Furnish a listing of financing statements and tax liens. No copies are provided.

Additional Search Criteria Options:  
Filing Status: Unlapsed Financing statements only

Filer Information

Filer Name: **Sally User**  
Filer ID: **000009335**  
Total Fee: **\$6.00**

Back Save and Add to Cart

## UCC-11 File Number Search Review Screen

\* - Required Field

UCC-11 Search Review Instructions

Select Filing > Debtor Info > Review > Done

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Review Of Information Request Edit Search Criteria

Certified Through: 06/17/2016

Information to be Searched:

File Numbers:  Include Related Documents

2010143608-3  
2016023920-2

Filer Information

Filer Name: **Sally User**  
Filer ID: **000009335**  
Total Fee: **\$10.00**

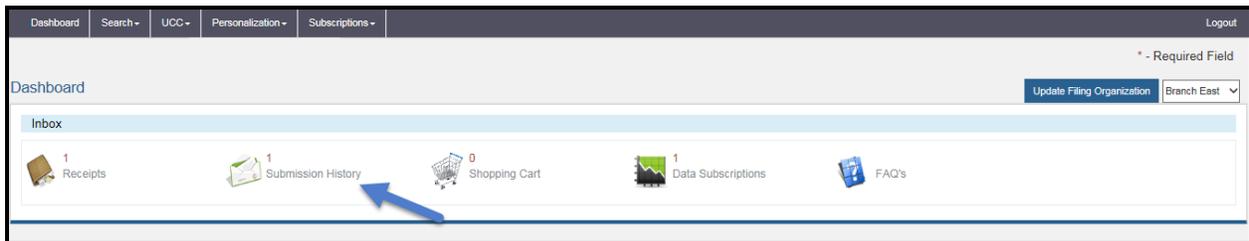
Back Save and Add to Cart

4. Once satisfied with the search review, click the **Save and Add to Cart** button.

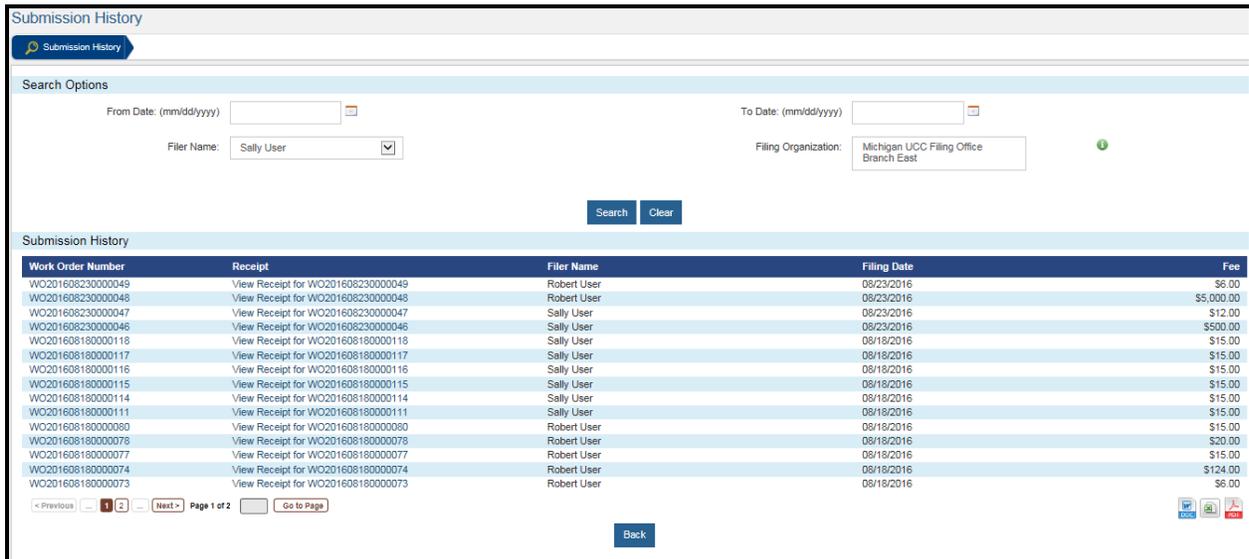
## UCC-11 Search Results

Once payment for the search has been submitted, the user will receive an email from the UCC System indicating the search is being processed. When the search has completed, the user will receive a second email from the UCC System stating the search is finished.

1. Log in to your user account
2. Click Submission History on the Dashboard



3. Click on the desired Work Order Number in the Work Order Number column to be navigated to the Work Order Details screen.



**\*\* Items will only display in Submission History for 90 days. Be sure to print all documents prior to their removal.**

4. Click **View** in the Acknowledgement column. Users must have software capable of opening Zip files installed on their computer to access UCC-11 search results.
5. Click **Open** when a pop-up window appears.



## Tips for a Trouble-Free Search

The Department of State UCC Office maintains a searchable database for all UCC records. A search may be requested to determine whether there are any financing statements naming a particular debtor. A UCC search report consists of all initial financing statements and all related amendments associated with the debtor name requested.

Searches may be requested by regular mail, express mail or in-person. Only expedited account customers may request searches via facsimile at 517-335-6166. Searches conducted through electronic mail or data interchange are currently not available.

When requesting a debtor name search, follow these simple rules to ensure you receive the information you need. It is also your responsibility to determine whether a particular financing statement naming a debtor is presently effective. In addition, the Michigan Department of State UCC Office will not correct spelling or other errors. Debtor names will be searched exactly as they were provided.

### **From the Michigan Administrative Rules, with clarification added in bold-italic:**

R 440.510 Search logic\*.

Rule 510. Search results are created by applying standardized search logic to the name presented to the filing officer by the person requesting the search. Human judgment does not play a role in determining the results of the search. All the following provisions are applied to conduct searches:

- (a) The number of matches that may be returned in response to the search criteria is not limited.

**Unless the customer restricts the search by completing a search option on the UCC11 form (fields 3a-3h), the customer will receive as many search results matching the search request as are contained in the Michigan document management system.**

- (b) No distinction is made between upper and lower case letters.

Example: "Smith" equals "SMITH" which equals "smith"; "Consumer Company" equals "CONSUMER COMPANY" which equals "consumer company".

- (c) Punctuation marks and accents are disregarded.

Example: "Brown, Baxter, and Willis" equals "Brown Baxter and Willis"; "Mary/Jones" equals "MaryJones"; "Rene' " equals "Rene"; "René "equals "Ren".

Note: Foreign characters are not recognized and will be treated as accents.

Unrecognized characters include but are not limited to: á, æ, ì, ñ, ô, and ü.

Only the letters A to Z in upper or lower case, the numbers 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9, and the symbol &, in any combination, are considered in conducting the search.

**"Wesson and Wesson" equals "Wesson & Wesson"; "Two Men and a Truck" does not equal "2 Men and a Truck"; "Jim" does not equal "James"; "Wm" does not equal "William".**

(d) Words and abbreviations at the end of a name that indicate the existence or nature of an organization are disregarded, including, but not limited to, any of the following or abbreviations of the following:

- Agency
- Association, Assn or Assoc
- Attorney at Law or Attorneys at Law
- Bank or National Bank
- Business Trust
- Charter or Chartered
- Company or Co
- Corporation or Corp
- Credit Union or CU
- Federal Savings Bank or FSB
- General Partnership, Gen Part or GP
- Incorporated or Inc
- Limited, Ltd or Ltee
- Limited Liability Company, LC or LLC
- Limited Liability Partnership or LLP
- Limited Partnership or LP
- Medical Doctors Professional Association or MDPA
- Medical Doctors Professional Corporation or MDPC
- National Association or NA
- Partners or Partnership
- Professional Association, Prof Assn or PA
- Professional Corporation, Prof Corp or PC
- Professional Limited Liability Company or Professional Limited Liability Co or PLLC
- Railroad or RR
- Real Estate Investment Trust or REIT
- Registered Limited Liability Partnership or RLLP
- Savings Association or SA
- Service Corporation or SC
- Sole Proprietorship or SP or SPA
- Trust or Trustee or As Trustee

Example: "Watching Over You, Inc." equals "Watching Over You, LLC" equals "Watching Over You Company"; "Acme Manufacturing a Michigan Corporation" does not equal "Acme Manufacturing Corporation".

- (e) The word "the" at the beginning of the search criteria is disregarded.  
Example: "The White House" equals "White House".
- (f) All spaces are disregarded.  
Example: "River Walk Mansion" equals "Riverwalkmansion".
- (g) For first and middle names of individuals, initials are equated with all names that begin with the initials, and no middle name or initial is equated with all middle names and initials.

Example:

<b><i>Six Possible Ways a Name May Appear:</i></b>	<b><i>Search Rule:</i></b>	<b><i>Possible Search Results:</i></b>
<b><i>John William Smith</i></b>	<b><i>Return all records with first name John or J, middle name William, W or no middle name, and last name Smith.</i></b>	<b><i>John William Smith; John W Smith; J William Smith; J W Smith</i></b>
<b><i>John W Smith</i></b>	<b><i>Return all records with first name John or J, middle name W, any middle name beginning with W or no middle name, and last name Smith.</i></b>	<b><i>John W Smith; J W Smith; John William Smith; John Warren Smith; J William Smith; J Wiley Smith</i></b>
<b><i>J William Smith</i></b>	<b><i>Return all records with first name J or any name beginning with J, middle name William, W or no middle name, and last name Smith.</i></b>	<b><i>J William Smith; J W Smith; John William Smith; James William Smith; James W Smith; Jarred W Smith</i></b>
<b><i>J W Smith</i></b>	<b><i>Return all records with first name J or any name beginning with J, middle name W, any name beginning with W or no middle name, and last name Smith.</i></b>	<b><i>J W Smith; John W Smith; Julia W Smith; John William Smith; Julia Warren Smith; J William Smith; J Winston Smith</i></b>
<b><i>John Smith</i></b>	<b><i>Return all records with first name John or J, no middle name or any middle name or initial, and last name Smith.</i></b>	<b><i>John Smith; J Smith; John A Smith; John B Smith; J A Smith; J B Smith; John William Smith; John Michael Smith; J Charles Smith; J Lawrence Smith</i></b>

<b>J Smith</b>	<b>Return all records with first name J or any name beginning with J, no middle name or any middle name or initial, and last name Smith.</b>	<b>J Smith; John Smith; Jeremy Smith; J A Smith; J B Smith; Justin Q Smith; Jonathan F Smith; J Michelle Smith; J William Smith; Julia Mary Smith; Jean Presley Smith</b>
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- (h) After taking the preceding provisions into account to modify the name of the debtor requested to be searched and to modify the names of debtors contained in unexpired financing statements in the UCC information management system, the search will reveal only names of active debtors that exactly match the name requested.

Note: Search logic is applied to a query in a specific order: First the query text is converted to all upper case. Then punctuation and accents are removed. Next, noise words are removed. After that, "The" is removed from the beginning of the name. And finally, all remaining spaces are removed.

**Example 1: Someone asks for a search on "The WKSC, Inc."**

***It is converted to upper case: THE WKSC, INC.***

***The punctuation is removed: THE WKSC INC***

***Noise words are removed: THE WKSC***

***"The" is removed from the beginning: WKSC***

***All remaining spaces are removed: WKSC***

***The system searches for all names matching: WKSC***

**Example 2: Someone asks for a search on "The W K S C, Inc."**

***It is converted to upper case: THE W K S C, INC.***

***The punctuation is removed: THE W K S C INC***

***Noise words are removed: THE W K***

***Note: both "S C" and "INC" are noise words.***

***"The" is removed from the beginning: W K***

***All remaining spaces are removed: WK***

***The system searches for all names matching: WK***

\*Michigan Administrative Rules search logic is based on IACA Model Administrative Rules (MARs) section 503.