WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS (WDFI)

UCC-11 SEARCH

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1 Online Search Information

The user may complete four different searches in the WDFI Online Filing System:

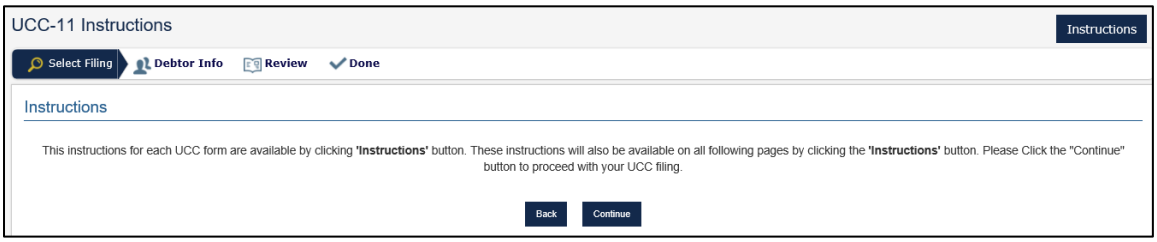
- **UCC Quick Search-Free Search** – a free search that can locate a filing or filings by debtor or file number.
- **UCC-11** - a paid search that can furnish a listing and/or copies of financing statements and tax liens by debtor or file number.
- **Trademark Search** – a free search that can find trademarks and tradenames by ID, applicant information, and registration date.
- **Secured Party Search** – a paid search that can furnish a listing and/or copies of financing statements and tax liens for by secured party.

All of the search types may be accessed from the **Search** menu in the header.

2 UCC-11

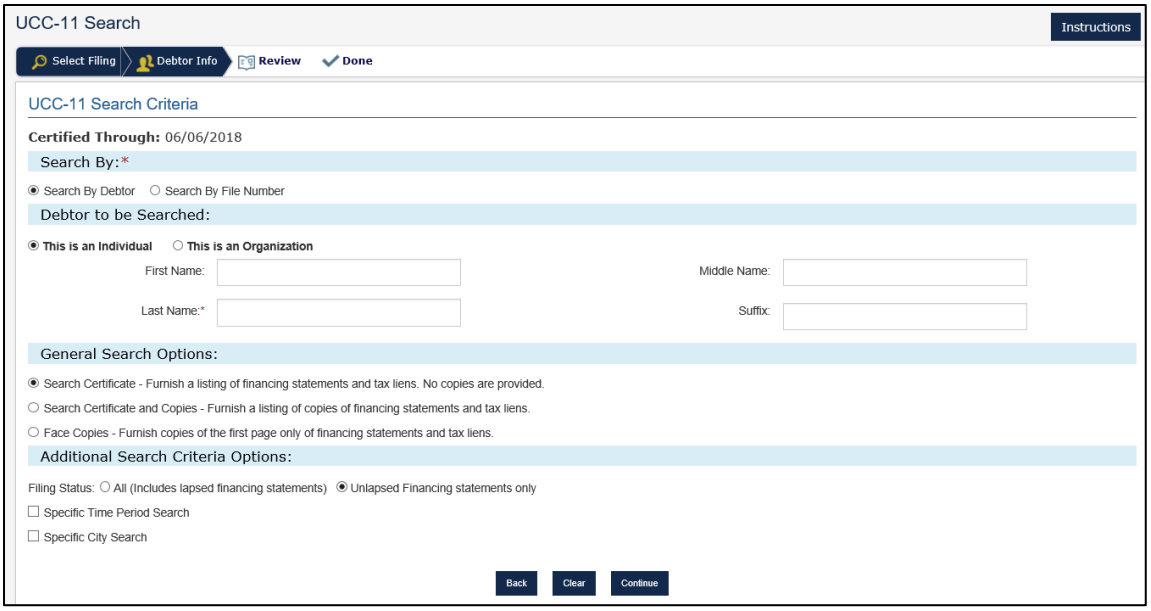
1. Select **Search > UCC-11** from the header menu.

   The system displays the UCC-11 Instructions screen.



2. Click the button.

   The system displays the UCC-11 Search Criteria screen.



3. Enter the desired search criteria and select the desired search options.

4. Click the **Continue** button.

   The system displays the Review screen.

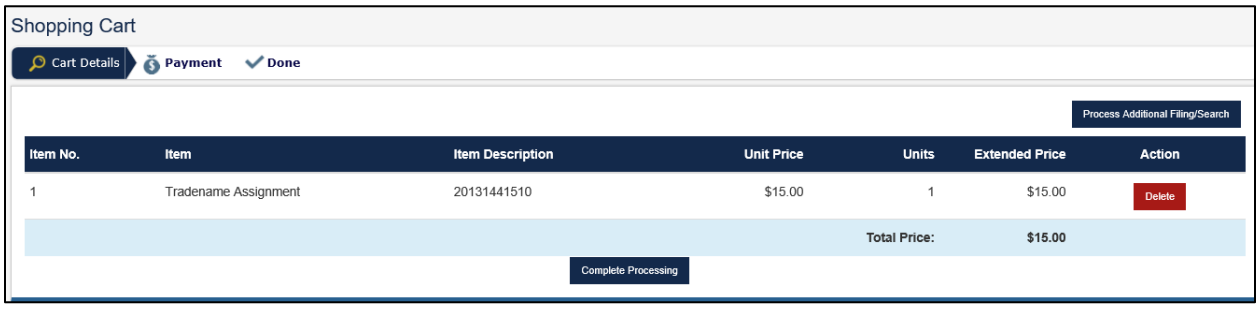
5. Review the information.

6. Click the **Save and Add to Cart** button.

   The system adds the UCC-11 search to the shopping cart.

3 Shopping Cart

The shopping cart is displayed when a filing is added to the cart. The user may proceed to payment, delete a filing, or add additional filings.



3.1 Add an Additional Filing or Search

The user may click the **Process Additional Filing/Search** button to add an additional filing or search.

3.2 Delete a Filing from the Shopping Cart

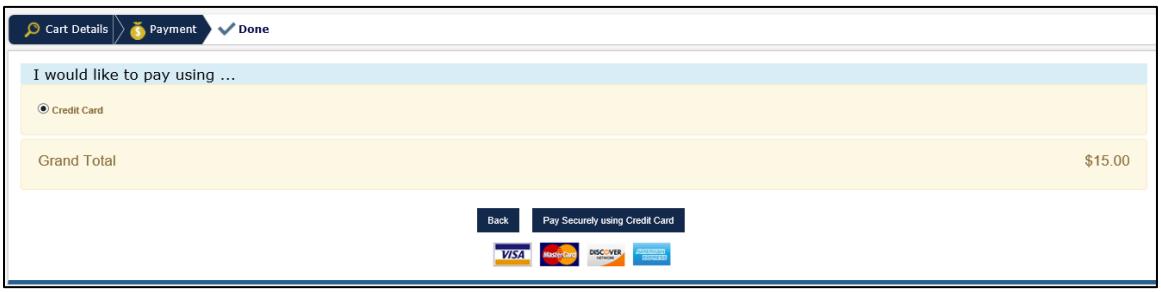
The user may click the **Delete** button to delete a filing from the shopping cart.

3.3 Pay and Complete Processing

The user must pay for their filings in order to complete processing.

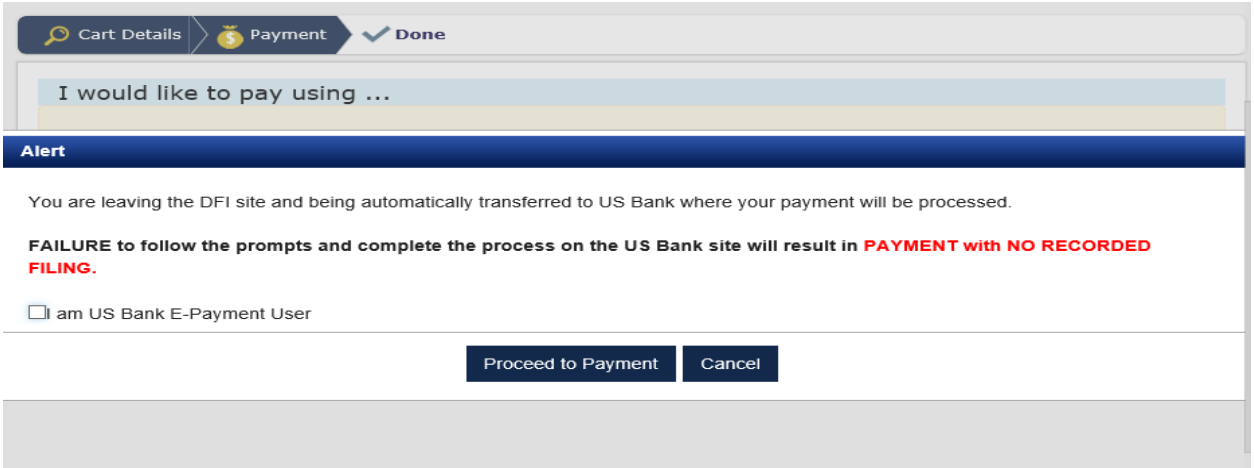
1. Click the **Complete Processing** button.

   The system displays the Credit Card payment type options.

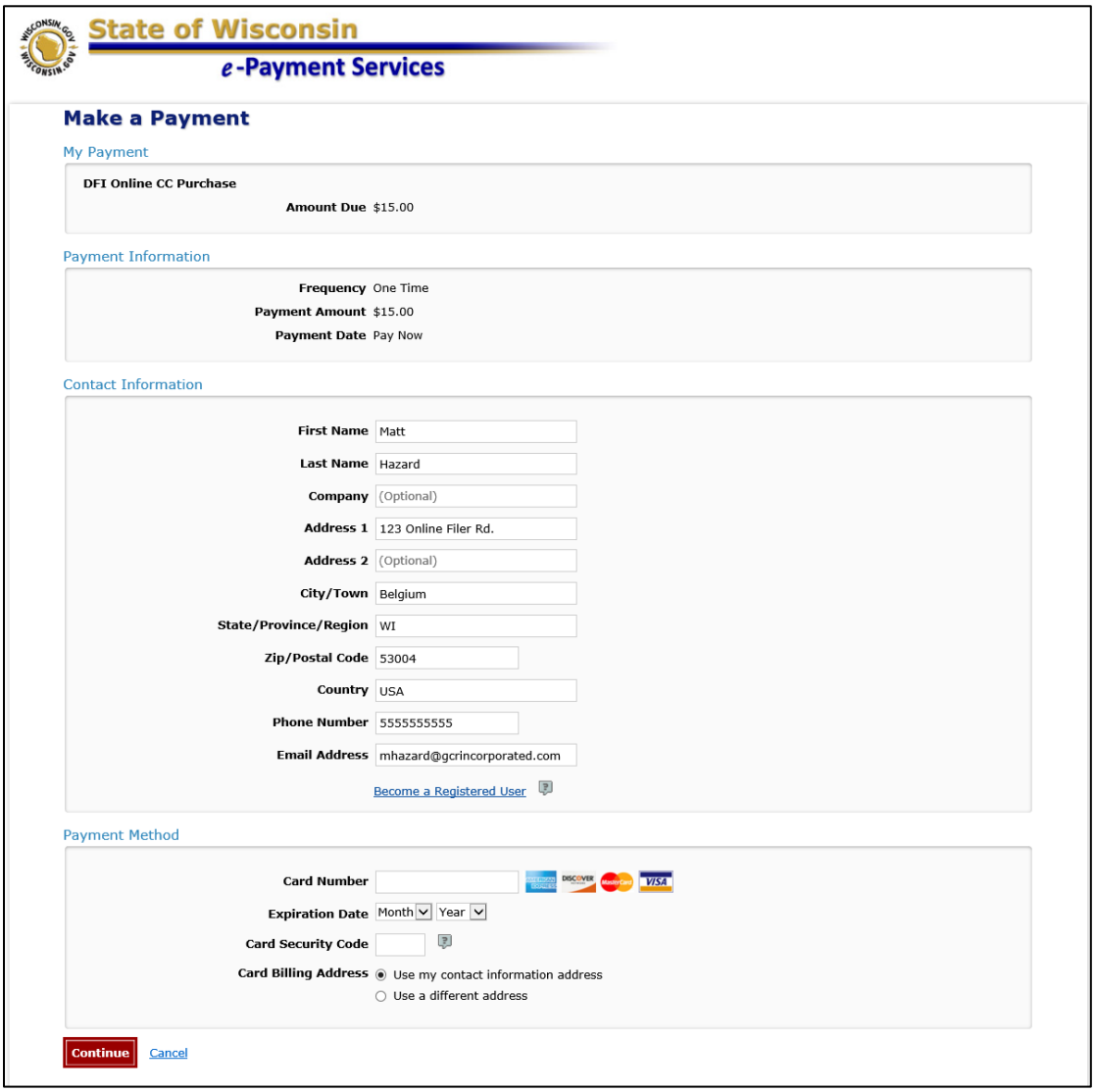


NOTE: Credit Card is selected by default.

2. Click the **Pay Securely using Credit Card** button.
3. A pop up will display to allow you to sign or create a US Bank account by checking the box or you can choose the **Proceed to Payment** to continue without signing into or creating a US Bank account.



The system displays the payment screen.

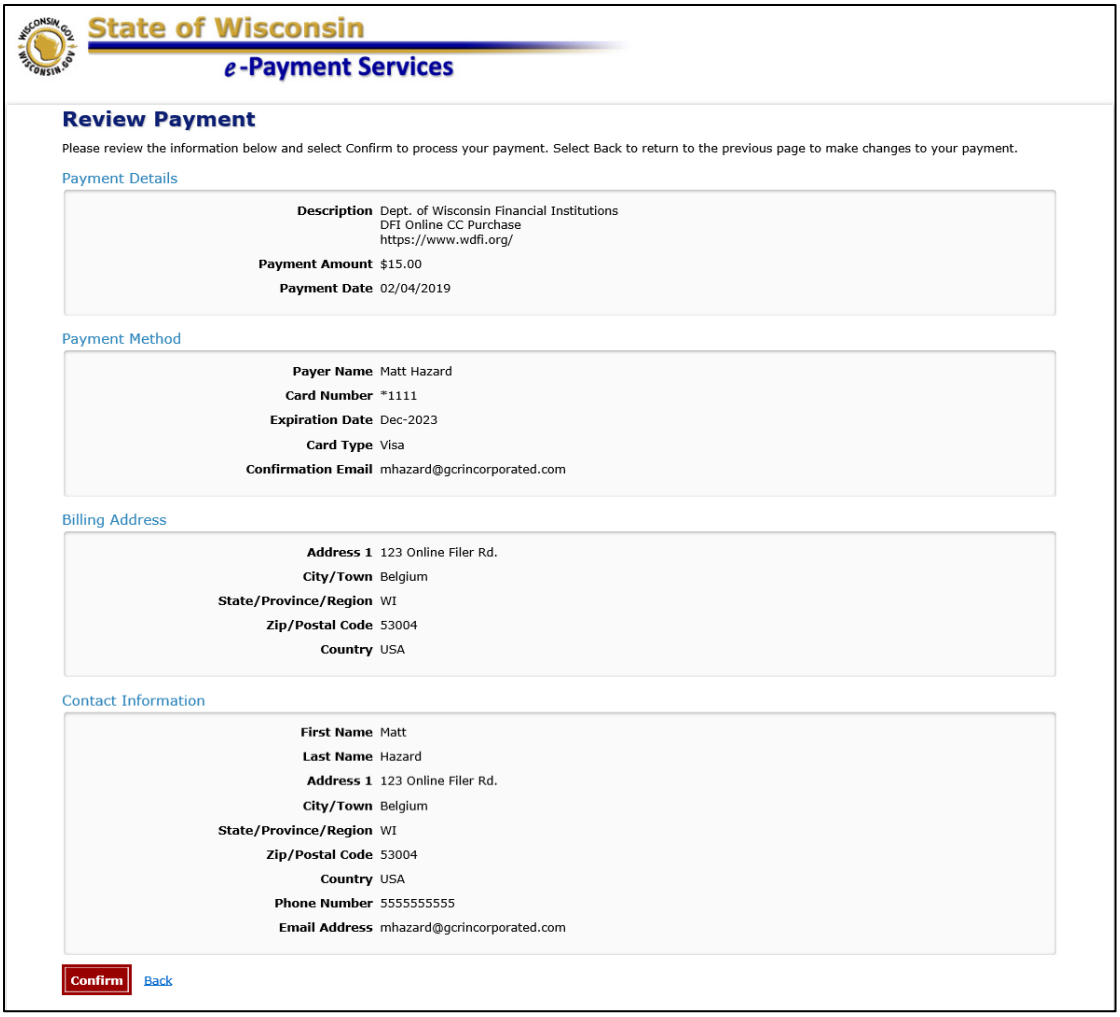


4. Enter the payment information.

5. Click the

button.

The system displays the Review Payment screen.



State of Wisconsin

e-Payment Services

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	Dept. of Wisconsin Financial Institutions DFI Online CC Purchase https://www.wdfi.org/
Payment Amount	$15.00
Payment Date	02/04/2019

Payment Method

Payer Name	Matt Hazard
Card Number	*1111
Expiration Date	Dec-2023
Card Type	Visa
Confirmation Email	mhazard@gcrincorporated.com

Billing Address

Address 1	123 Online Filer Rd.
City/Town	Belgium
State/Province/Region	WI
Zip/Postal Code	53004
Country	USA

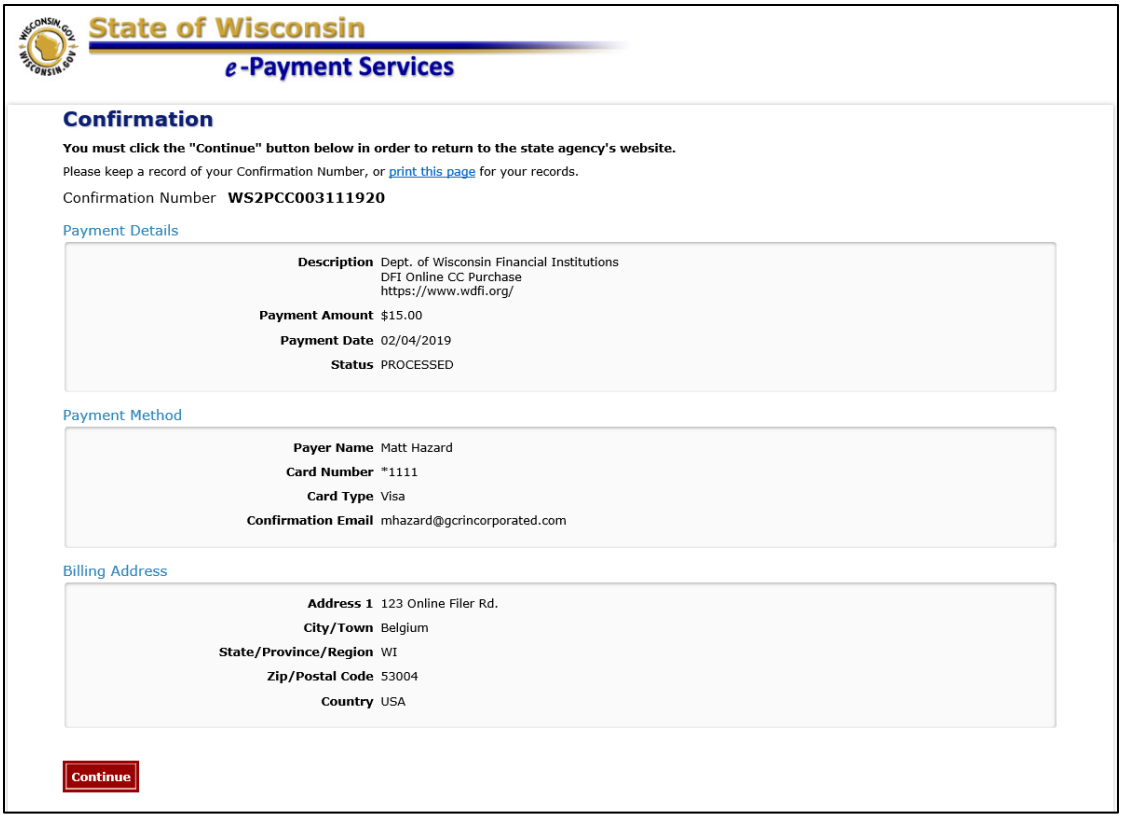
Contact Information

First Name	Matt
Last Name	Hazard
Address 1	123 Online Filer Rd.
City/Town	Belgium
State/Province/Region	WI
Zip/Postal Code	53004
Country	USA
Phone Number	5555555555
Email Address	mhazard@gcrincorporated.com

Confirm Back

6. Click the **Confirm** button.

The system displays the Confirmation screen.



State of Wisconsin

e-Payment Services

Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number **WS2PCC003111920**

Payment Details

Description	Dept. of Wisconsin Financial Institutions DFI Online CC Purchase https://www.wdfi.org/
Payment Amount	$15.00
Payment Date	02/04/2019
Status	PROCESSED

Payment Method

Payer Name	Matt Hazard
Card Number	*1111
Card Type	Visa
Confirmation Email	mhazard@gcrincorporated.com

Billing Address

Address 1	123 Online Filer Rd.
City/Town	Belgium
State/Province/Region	WI
Zip/Postal Code	53004
Country	USA

Continue

7. Click the **Process Filing** button to return to the WDFI Online Filing System.

NOTE: This step is imperative to submitting your filing for processing.

4 Frequently Asked Questions

4.1 What is the difference between a "Quick Search" and a UCC-11 Search?

Quick Search has fewer parameters available but will instantly provide a summary of the search results in your browser and is free to complete. The search results returned include: File Number, Lien Type, Debtor Name, Debtor City/State, Secured Party, Filing Date, Lapse Date, current Status and an indicator of whether a Termination is on file. Quick Search results can be exported in multiple formats for your records. Copies of the document images are not included with Quick Search results but can be requested from the results page by selecting the filings of interest and clicking on the "Request Copies" option and paying the fee of $4.00 per document requested.

A UCC-11 Search will result in a certified search certificate and costs $7.00 per search to complete. RA9 Search Logic is used for all UCC-11 searches. The downloadable search results that are returned will include: A Cover Letter defining your search criteria and a Search Certificate containing Debtor Name(s), Type and Address; Secured Parties Name, Type and Address; and Filing Number, Filing Type, Filing Date for all related filings. Copies of the document images are not included with UCC-11 Search results unless you select the option to include document copies and pay the additional fee of $4.00 per document.

4.2 When should I use the UCC Quick Search?

If your ultimate goal is to order a copy of a UCC filing, then the Quick Search may help you find and order those copies more easily when you do not already know the filing number. You do not need to complete a UCC-11 search in order to order a document copy.

If your ultimate goal is to purchase an official search result listing, then it is recommended that the Quick Search be used prior to submitting a UCC-11 information request in order to:

- Identify alternate names that a filing may have been entered under (Ex. Bill vs William)
- Identify other search criteria that may be useful in limiting the search results (Ex. only Green Bay address)
- Test that the RA9 search logic will return their desired records with the provided parameters.
- Identify if a search is likely to return 'No Records Found' prior to submitting an official request.

4.3 What are my search options with the UCC Quick Search?

UCC Quick Search allows users to search by Debtor or by File Number.

Searching by Debtor is the default options, to search by File Number, select the 'Search By File Number' radio button at the top of the Quick Search page.

Search by Debtor has additional search options to help refine your search. Users must select whether they are searching for an Individual or Organization debtor. (See Keying Standards for exceptions.)

Individual searches allow you to search with the standard RA9 search logic or use a 'Starts with' option on all of the individual name fields. The RA9 search logic will match what is used for official searches submitted via a UCC-11 information request.

For individuals, RA9 considers initials in the first and middle name fields specially. You may enter a first initial and results will include records with the first name starting with that initial. You may enter a middle initial and results will include records with a blank middle name as well as those starting with or entered with the given initial.

Organization searches allow you to search with the standard RA9 search logic or use the 'Starts with' or 'All Words' search options. The RA9 search logic will match what is used for official searches submitted via a UCC-11 information request. The 'All Words' search option functions similar to a 'contains' search and will allow you to search for organization names which contain all of the words you enter in the search.

4.4 How do I search for filings by filing number?

If you know the filing number of the UCC lien record for which you are searching, you may look the record up directly by selecting 'Search by File Number'.

- For filings completed prior to 7/1/2001 enter the 3-digit county code followed by the 8-digit filing number in the textbox.
- For filings completed 7/1/2001 thru 7/24/2019, enter the 12-digit filing number in the textbox.
- For filings completed after 7/24/2019, enter the full filing number, including all numbers after the dash ('-') in the textbox.

Click 'Add' to add the filing number to your request. You may request multiple documents in a single order by adding additional file numbers.

4.5 How long does it take to receive my search results or copy request?

The length of time that it takes to receive your requested documents varies. Most searches and copy requests can be completed automatically by the system and should be available to you within a few minutes of being submitted.

Some search requests, especially those which return a large number of results, will take longer to generate and may not be available until 20 or 30 minutes after submission.

Some requests cannot be completed automatically by the system. Typically this includes requests which require a copy of a document from prior to 7/1/2001, but may also include other requests. These older document images must be manually searched for and uploaded by staff and will delay the processing of your request.

If you are doing a broad search that will include many pre-2001 filings, consider not choosing to include copies of all documents if you do not actually need those documents. You may find it more time

efficient to request a search without copies and then order copies of only those documents that you need to complete your task.

4.6 Can I order document copies from the UCC Quick Search?

Yes, when viewing your search results, check the checkbox on the far right of each row for a document you would like to order a copy of, then click 'Request Copies' at the bottom of the page. The system will present you a list the unique filings you have selected and a total payment amount ($4.00 per initial filing), you must choose to 'Save and Add to Cart'. From your shopping cart, choose to 'Complete Processing' and complete the payment process.

4.7 Why doesn't my amendment/termination appear in the search results?

The Quick Search only returns initial filing records in the search results. Any amendments, continuations, assignments or terminations associated with the initial filing are reflected in the record and will be returned, along with the initial filing, in a document copy request.

4.8 Why do terminated filings still appear in the search results?

Termination filings do not affect the status of a UCC filing. UCC filings are considered 'Active' until their Lapse Date, regardless of whether a termination has been added to the record. Filings are then in 'Lapsed' status for one year until they become 'Inactive'. The 'Termination Filed' indicator in the search results is for reference only.

The UCC Quick Search will return all relevant filings which are in Active or Lapsed status. The Quick Search does not return records in Inactive status.

4.9 How do I get a copy of a UCC filing submitted to a county Register of Deeds prior to 7/1/2001?

This database includes index data for all filings filed under the Uniform Commercial Code in the State of Wisconsin. This database has filings from all 72 Register of Deeds offices and the Department of Financial Institutions. Each filing agent is responsible for the indexing of the filings they receive. (See County Code List for cutover dates and filing codes.)

The department does not have copies of documents that were filed with Register of Deeds offices. You will need to contact the Register of Deeds for the given county to retrieve a copy of the filed document.

4.10 Can I sort and filter my Quick Search results?

The results of a UCC Quick Search can be exported in multiple formats, including Excel which can be used to easily filter and sort the list however you want. You can also export the search results in .doc, CSV, and PDF formats.

4.11 Keying Standards

Prior to 7/1/2001 keying guidelines existed within the department which would affect the way a debtor name was indexed. Searchers should be aware that documents filed prior to that date might not be returned when searching the registered corporate name.

Additionally, records filed prior to 7/1/2001 do not contain identifiers for organizations or individuals; therefore matches for individual searches may return organizations that were filed prior to 7/1/2001.

Users searching for organization records that were filed prior to 7/1/2001 should try searching for the organization name in the Individual last name (surname) field as well.

Users searching for individual records that were filed prior to 7/1/2001 should try searching for the individual name in the organization using last name, first name middle.

See Search Tips for suggestions on alternate ways to search for records.

4.12 RA9 Search Logic

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 of 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.

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

4.13 Search Tips

4.13.1 Surnames with prefixes

When individual surnames are compounded with prefixes, such as D', Mc, O', San, Van, Van Der or Von check names using the apostrophe and/or the space, and also without spaces or apostrophes.

4.13.2 Surnames which are hyphenated

When surnames are hyphenated, such as Smith-Miller check names using the hyphen and also check without the hyphen. Also check using spaces before and after the hyphen and no spaces before and after the hyphen.

4.13.3 Individuals with degrees and titles

Titles and college or university degrees are entered such as DDS, MD and Trustee. The title appears after the first personal name and additional name(s)/initial(s) for filings dated prior to 7/1/2001. For filings dated 7/1/2001 and after, DDS, MD, etc should be entered in the suffix field.

4.13.4 Abbreviations on business names

When business names include the following words: Corporation (Corp), Company (Co), Incorporated (Inc), Limited (Ltd), Division (Div), And (&), Saint (St), Brothers (Bros), abbreviations are used. Also check the name in its entirety.

4.13.5 Initials which make up a business name

When initials make up part or all of the business name, check using spaces between the letters and also with no spaces between the letters.

4.13.6 Business names which include Mr, Mrs, Miss, Ms

When these abbreviations are used as part of the business name, check the abbreviations, and also check as if it were written Mister, Mistress, etc.

4.13.7 Business names which include punctuation

When punctuation is included as part of the name, check using punctuation and without punctuation. Also check using spaces before and after the punctuation and check with no spaces.

4.13.8 Business names which include names of individuals

When business or organization names are composed of names of individuals, check using the individuals first personal name as the first word of the business name and also using the individuals first personal name as the last word of the business name.

4.13.9 Articles as first word in a business name

When the business name is comprised of an article (a, an, the), check using the article at the very beginning and the very end of the business name.

5 County Code List

Code	County	Through Date		Code	County	Through Date
001	ADAMS	6/29/2001		**038**	MARINETTE	6/28/2001
002	ASHLAND	6/29/2001		**039**	MARQUETTE	6/29/2001
003	BARRON	6/29/2001		**040**	MILWAUKEE	6/29/2001
004	BAYFIELD	6/29/2001		**041**	MONROE	6/29/2001
005	BROWN	6/29/2001		**042**	OCONTO	6/29/2001
006	BUFFALO	6/29/2001		**043**	ONEIDA	6/29/2001
007	BURNETT	6/29/2001		**044**	OUTAGAMIE	6/29/2001
008	CALUMET	6/29/2001		**045**	OZAUKEE	6/29/2001
009	CHIPPEWA	6/29/2001		**046**	PEPIN	6/29/2001
010	CLARK	6/29/2001		**047**	PIERCE	6/29/2001
011	COLUMBIA	6/29/2001		**048**	POLK	6/29/2001
012	CRAWFORD	6/29/2001		**049**	PORTAGE	6/29/2001
013	DANE	6/29/2001		**050**	PRICE	6/29/2001
014	DODGE	6/29/2001		**051**	RACINE	6/27/2001
015	DOOR	6/29/2001		**052**	RICHLAND	6/29/2001
016	DOUGLAS	6/29/2001		**053**	ROCK	6/29/2001
017	DUNN	6/29/2001		**054**	RUSK	6/29/2001
018	EAU CLAIRE	6/29/2001		**055**	ST CROIX	6/29/2001
019	FLORENCE	6/28/2001		**056**	SAUK	6/29/2001
020	FOND DU LAC	6/29/2001		**057**	SAWYER	6/29/2001
021	FOREST	6/29/2001		**058**	SHAWANO	6/29/2001
022	GRANT	6/29/2001		**059**	SHEBOYGAN	6/29/2001
023	GREEN	6/29/2001		**060**	TAYLOR	6/29/2001
024	GREEN LAKE	6/29/2001		**061**	TREMPEALEAU	6/29/2001
025	IOWA	6/29/2001		**062**	VERNON	6/29/2001
026	IRON	6/29/2001		**063**	VILAS	6/29/2001
027	JACKSON	6/29/2001		**064**	WALWORTH	6/29/2001
028	JEFFERSON	6/29/2001		**065**	WASHBURN	6/29/2001
029	JUNEAU	6/29/2001		**066**	WASHINGTON	6/29/2001
030	KENOSHA	6/29/2001		**067**	WAUKESHA	6/29/2001
031	KEWAUNEE	6/29/2001		**068**	WAUPACA	6/29/2001
032	LA CROSSE	6/29/2001		**069**	WAUSHARA	6/29/2001
033	LA FAYETTE	6/29/2001		**070**	WINNEBAGO	6/29/2001
034	LANGLADE	6/29/2001		**071**	WOOD	6/29/2001
035	LINCOLN	6/29/2001		**072**	MENOMINEE	6/29/2001
036	MANITOWOC	6/29/2001		**075**	DFI	6/29/2001
037	MARATHON	6/29/2001				