

INFORMATION REQUEST

FOLLOW INSTRUCTIONS (front and back) CAREFULLY

A. NAME & PHONE OF CONTACT [optional]	EMAIL
B. RETURN TO: (Name and Address)	

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR NAME to be searched – insert only one debtor name (1a or 1b) – do not abbreviate or combine names

OR	1a. ORGANIZATION'S NAME			
	1b. INDIVIDUAL'S LAST NAME (family name or surname)	FIRST GIVEN NAME	SECOND GIVEN NAME	SUFFIX

2. INFORMATION OPTIONS relating to UCC filings and other notices on file in the filing office that include as a Debtor name the name identified in item 1:

2a. SEARCH REPORT

Select one of the following two options: ALL (Check this box to request a response that is complete, including records that have lapsed.) UNLAPSED

2b. COPY REQUEST (includes a search report)

Select one of the following two options: ALL UNLAPSED

2c. SPECIFIED COPIES ONLY (must all be related to the name in Box 1)

Record Number	Date Record Filed (optional)	Type of Record and Additional Identifying Information (optional)

3. ADDITIONAL SEARCH OPTIONS: (**Caution.** If you select one of these options, you are not requesting all UCC records that might apply to the name you are searching.)

3a. Report relating to a debtor in a specific city

City name:

3b. Report relating to AG leins and non-UCC records only

4. DELIVERY INSTRUCTIONS (request will be completed and mailed to the address shown in item B unless otherwise instructed here):

Pick up at 405 Black Lake Blvd. SW, Olympia, WA 98502

- Review search logic rules found in WAC 308-391-503: Search methodology before you begin.
- If you have questions, consult your attorney. The filing office cannot give legal advice.
- A search that results in no records found is a valid search result.
- Please type or print this form. Handwriting, labels, and stamped information will be refused.
- When completed, send the form with a check or money order to:

DOL/UCC

PO BOX 9660

OLYMPIA WA 98507-9660

- The fee is a nonrefundable processing fee, so carefully complete each item as follows:

A. Provide the name, phone number, and email address of the requestor. (Optional)

B. Enter the name and complete mailing address as required by US Postal Service.

1. **Debtor name.** Enter only one Debtor name in item 1 – an organization’s name (1a) or an individual’s name (1b). Enter the debtor’s full legal name or the specific name variation you wish to search. Do not abbreviate. Don’t combine the Debtor’s trade name, DBA, FKA, AKA, division name, etc. with the Debtor’s legal name. We conduct all searches by the exact name shown in item 1. Special characters may be submitted if they are within the ANSI 255 character set. If a name is longer than the number of characters allowed in any field, we recommend you use our online search option instead.

1a. **Organization as Debtor.** “Organization” means an entity having a legal identity separate from its owner. A partnership is an organization; a sole proprietorship is not an organization even if it does business under a trade name. If Debtor is a partnership, enter exact full legal name of the partnership. If Debtor is a registered organization (e.g. corporation), we advise you to examine Debtor’s current filed charter documents to determine the correct name.

1b. **Individual as Debtor.** “Individual” means a natural person; this includes a sole proprietorship whether or not operating under a trade name. Don’t use prefixes, suffixes, or titles. Use a married woman’s personal name (Mary Smith, not Mrs. John Smith). For hyphenated last names, enter both names and the hyphen within the Last Name box.

2. **Information options.** Select 2a, 2b, or 2c. Each option includes a certified search report. If you choose item 2c, each file number listed must relate to the same exact debtor name given in item 1.
3. Item 3 lists **optional search criteria.** Choose 3a or 3b, to narrow the scope of the search. Caution: This may result in an incomplete search that fails to list all records against the named Debtor.
4. **Delivery instructions:** The filing office will mail the report to the address in Box B within two business days. If you prefer to pick up the report at the filing office’s public counter, check the “Pick-up” box and we will call you when it is ready -- usually within two business days. The filing office cannot accommodate requests to return the report via a delivery service even if a prepaid envelope is provided.