

## Instructions for Colorado Information Request (Form UCC11)

This form is in PDF format and can be completed on a computer using Adobe Reader. If form is handwritten, it must be completely legible. Follow instructions completely; mistakes may have significant legal consequences. If you have questions, consult your attorney. Filing office cannot give legal advice. Do not insert anything in the open space in the upper portion of this form; it is reserved for filing office use.

Once completed, send form in duplicate to filing office. Payment must accompany request. To access the Fee Schedule, visit [www.sos.state.co.us](http://www.sos.state.co.us) and select Business Center. Filing office may offer additional information options as specified below.

- A. To assist filing officers that might wish to communicate with requestor, requestor may provide information in item A. This item is optional.
- B. Enter name and address of requestor in item B. This item is NOT optional.

1. **Debtor name:** Enter only one Debtor name in item 1, an organization's name (1a) or an individual's name (1b). Enter Debtor's exact full legal name. Don't abbreviate.

1a. **Organization 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 partnership, enter exact full legal name of partnership; you need not enter names of partners as additional Debtors. If Debtor is registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed charter documents to determine debtor's correct name, organization type, and jurisdiction of organization.

1b. **Individual Debtor.** "Individual" means a natural person; this includes a sole proprietorship, whether or not operating under a trade name. Don't use prefixes (Mr., Mrs., Ms.). Use suffix box only for titles of lineage (Jr., Sr., III) and not for other suffixes or titles (e.g., M.D.). Use married woman's personal name (Mary Smith, not Mrs. John Smith). Enter individual Debtor's family name (surname) in Last Name box, first given name in First Name box, and all additional given names in Middle Name box.

For both organization and individual Debtors; Don't use Debtor's trade name, DBA, AKA, FKA, Division name, etc. in place of or combined with Debtor's legal name; you may add such other names as additional Debtors if you wish (but this is neither required nor recommended).

2. Information options relating to UCC filings and other notices on file in the filing office that includes as a Debtor name the name identified in item 1.

2a. A search response report will list all liens on file with our office; this is the only option available in the State of Colorado. This will include all lapsed filings. The filter allowing the exclusion of terminated or lapsed filings has been removed. Excluding lapsed filings may return inaccurate results. The position of the Colorado Secretary of State's Office is to give the customer as much information as we can provide and allow the customer to determine what information is important to their specific objectives.

2b. A search response report with copies will include all information available in 2a along with copies of all liens, amendments, and terminations on file with our office. This will include copies of all lapsed filings.

2c. A search response report with certified copies will include all information available in 2a along with certified copies of all liens, amendments, and terminations on file with our office. This will include certified copies of all lapsed filings.

2d. Complete item 2c if you are ordering certified copies of specific records by record number.

3. Some filing offices offer service options in addition to those offered in item 2. These may be shown on the face of this form or may otherwise be publicized by the particular filing office. Caution: if any of these additional service options introduces a search criterion (e.g., limiting search to named Debtor at an address in a specified city and state) that narrows the scope of the search, this may result in an incomplete search (that fails to list all filings against the name Debtor) and you may fail to learn information that might be of value to you.
4. Delivery Instructions: Unless otherwise instructed, filing office will mail information to the name and address in item B.
  - 4a. If information will be picked up from the filing office, check the "Pick Up" box.
  - 4b. If information should be faxed to you, check the "Fax to" box and provide the fax number.
  - 4c. Contact filing office concerning availability of other delivery options. For other than mail, pick up, or fax to, check the "Other" box and specify the delivery method that you are requesting. If requesting delivery service, provide delivery service's name and requestor's account number to bill for delivery charge. Filing office will not deliver by delivery service unless prepaid waybill or account number for billing is provided.