

**721—30.5(554) Search requests and reports.**

**30.5(1) General requirements.** The filing officer maintains for public inspection a searchable index for all records of active UCC documents that provides for the retrieval of a record by the name of the debtor and by the file number of the initial financing statement to which the record relates and which associates with one another each initial financing statement and each filed UCC document relating to the initial financing statement.

**30.5(2) Search requests.** Search requests shall contain the following information.

*a. Name searched.* A search request should set forth the full correct name of a debtor or the name variant desired to be searched and must specify whether the debtor is an individual or an organization.

(1) Individual. The full name of an individual shall consist of a first name, a middle name or initial, and a last name, although a search request may be submitted with no middle name or initial and, if only a single name is presented (e.g., “Cher”), it will be treated as a last name, and a search will disclose only those UCC documents where only the last name was entered.

(2) Organization. The full name of an organization shall consist of the name of the organization as stated on the articles of incorporation or other organic documents in the state or country of organization or the name variant desired to be searched. A search request will be processed using the name in the exact form it is submitted.

*b. Requesting party.* The name and address of the person to whom the search report is to be sent, if applicable.

*c. Fee.* The appropriate fee shall be enclosed, payable by a method described in 30.1(11).

*d. Search request with filing.* If a filer requests a search at the time a UCC document is filed, by checking the box on the form set forth in 30.1(9) “a,” the name to be searched will be the debtor name as set forth on the form, the requesting party will be the remitter of the UCC document, and the search request will be deemed to request a search that would be effective to retrieve all financing statements filed on or prior to the date the UCC document is filed.

**30.5(3) Optional information.** A UCC search request may contain any of the following information.

*a.* A request that copies of documents referred to in the report be included with the report. The request may limit the copies requested by limiting them by reference to the address of the debtor, the city of the debtor, the date of filing (or a range of filing dates) or the identity of the secured party(ies) of record on the financing statements located by the related search.

*b.* A request that the search of a debtor name be limited to debtors in a particular city. A report created by the filing officer in response to such a request shall contain the following statement:

“A search limited to a particular city may not reveal all filings against the debtor searched and the searcher bears the risk of relying on such a search.”

*c.* Instructions on the mode of delivery requested, if other than by ordinary mail, which request will be honored if the requested mode is then made available by the filing office.

**30.5(4) Rules applied to search requests.** 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. Only the following rules are applied to conduct searches.

*a.* There is no limit to the number of matches that may be returned in response to the search criteria.

*b.* No distinction is made between uppercase and lowercase letters.

*c.* Punctuation marks and accents are disregarded.

*d.* Words and abbreviations at the end of a name that indicate the existence or nature of an organization as set forth in the “Ending Noise Words” list as promulgated by the International Association of Corporation Administrators, and adopted from time to time, are disregarded (e.g., company, limited, incorporated, corporation, limited partnership, limited liability company or abbreviations of the foregoing).

*e.* The word “the” at the beginning of the search criteria is disregarded.

*f.* All spaces are disregarded.

*g.* For first and middle names of individuals, initials are treated as the logical equivalent of all names that begin with such initials, and no middle name or initial is equated with all middle names and

initials. For example, a search request for “John A. Smith” would cause the search to retrieve all filings against all individual debtors with “John” as the first name, “Smith” as the last name, and with the initial “A” or any name beginning with “A” in the middle name field. If the search request were for “John Smith” (first and last names with no designation in the middle name field), the search would retrieve all filings against individual debtors with “John” as the first name, “Smith” as the last name and with any name or initial or no name or initial in the middle name field.

*h.* After taking the preceding rules into account to modify the name of the debtor requested to be searched and to modify the names of debtors contained in active financing statements in the UCC information management system, the search will reveal only names of debtors that are contained in active financing statements and, as modified, exactly match the name requested, as modified.

**30.5(5) Search responses.** Reports created in response to a search request shall include the following.

*a. Filing officer.* Identification of the filing officer and the certification of the filing officer required by the UCC.

*b. Report date.* The date the report was generated.

*c. Name searched.* Identification of the name searched.

*d. Certification date.* The certification date applicable to the report; i.e., the date and time through which the search is effective and reveals all relevant UCC documents filed on or prior to that date.

*e. Identification of initial financing statements.* Identification of each unlapsed (or active, if requested) initial financing statement filed on or prior to the certification date and time corresponding to the search criteria, by name of debtor, by identification number, and by file date and file time.

*f. History of financing statement.* For each initial financing statement on the report, a listing of all related UCC documents filed by the filing officer on or prior to the certification date.

*g. Copies.* Copies of all UCC documents revealed by the search and requested by the searcher.