# WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS (WDFI)

# SECURED PARTY SEARCH

# Contents

# 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 initial financing statements 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 by ID, description, applicant information or registration date.
- **Secured Party Search** – a paid search that will furnish a listing with filing history of each financing statements and tax liens by secured party.

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

# 2  Secured Party Search

1. Select **Search > Secured Party Search** from the header menu.

   The system displays the Secured Party Search Instructions screen.
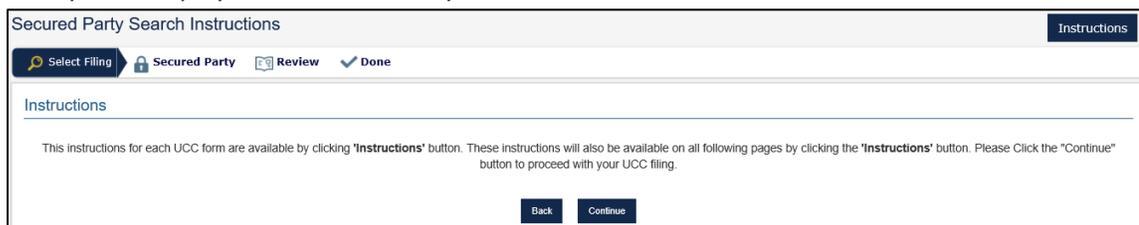
   

2. Click the **Continue** button.

   The system displays the Secured Party 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 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.



## 3.1.1  Add an Additional Filing or Search

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

## 3.1.2  Delete a Filing from the Shopping Cart

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

### 3.1.3 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.

   | Cart Details | Payment | Done | |
   |---|---|---|---|
   | I would like to pay using … | | | |
   | ⦿ Credit Card | | | |
   | Grand Total | | | $15.00 |

   Back    Pay Securely using Credit Card

   VISA  MasterCard  DISCOVER  AMERICAN EXPRESS
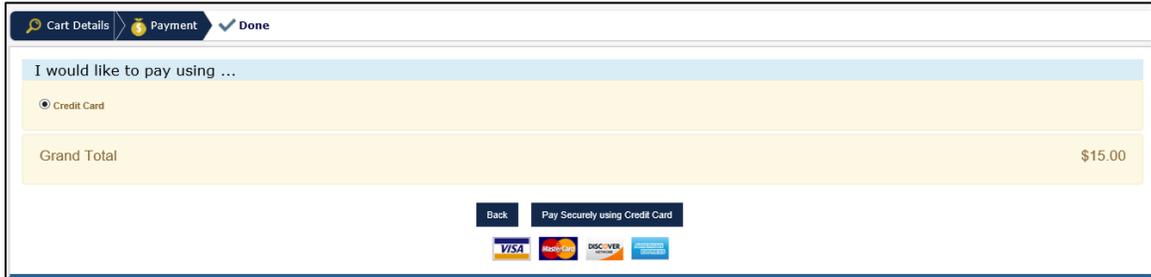
   **NOTE:** Credit Card is selected by default.

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.

   | Cart Details | Payment | Done |
   |---|---|---|
   | I would like to pay using … | | |

   **Alert**

   You are leaving the DFI site and being automatically transferred to US Bank where your payment will be processed.

   **FAILURE to follow the prompts and complete the process on the US Bank site will result in PAYMENT with NO RECORDED FILING.**

   ☐ I am US Bank E-Payment User

   Proceed to Payment    Cancel
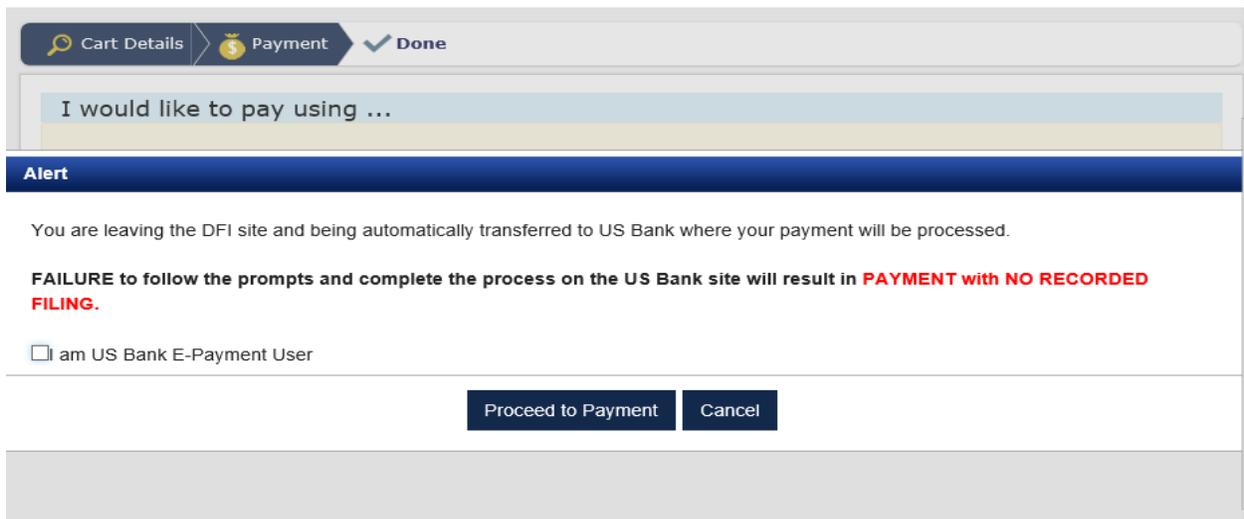
The system displays the payment screen.



**State of Wisconsin**
*e*-Payment Services

**Make a Payment**

My Payment

| DFI Online CC Purchase | |
|---|---|
| Amount Due | $15.00 |

Payment Information

| Frequency | One Time |
|---|---|
| Payment Amount | $15.00 |
| Payment Date | Pay Now |

Contact Information

| First Name | Matt |
|---|---|
| Last Name | Hazard |
| Company | (Optional) |
| Address 1 | 123 Online Filer Rd. |
| Address 2 | (Optional) |
| City/Town | Belgium |
| State/Province/Region | WI |
| Zip/Postal Code | 53004 |
| Country | USA |
| Phone Number | 5555555555 |
| Email Address | mhazard@gcrincorporated.com |

Become a Registered User

Payment Method

| Card Number | |
|---|---|
| Expiration Date | Month ∨ Year ∨ |
| Card Security Code | |
| Card Billing Address | ● Use my contact information address |
| | ○ Use a different address |

Continue    Cancel

4. Enter the payment information.

5. Click the **Continue** 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.

# 4   FAQ's/ Search Logic

## 4.1   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.

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

## 4.3  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.

# 5 Search Tips

## 5.1 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.

## 5.2 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.

## 5.3 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.

## 5.4 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.

## 5.5 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.

### 5.5.1 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.

### 5.5.2 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.

### 5.5.3 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.

### 5.5.4 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.

# 6 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 | | | |