



Online UCC Search FAQs and Tips

Search FAQs

1. What is the difference between a free UCC Search and a paid UCC-11 Search?

The free UCC Search has fewer parameters available but will instantly provide a summary of the search results in your browser and is free to complete. By selecting the search type of Standard Search Logic, you will see the exact records that will be returned in a UCC-11 Information Request. The search results returned include: IFS Number, Filing Type, Debtor Name, Secured Party Name, Debtor City & State, Filed Date/Time and Status. Copies of the document images are not included with free UCC Search results. Copies are only available through a paid UCC-11 Information Request.

The screenshot shows the 'Lien Records Search' interface. It features a search bar with tabs for 'Debtor Name' and 'IFS/Filing Number'. Below the search bar, there are input fields for 'Surname', 'First Personal Name', and 'Additional Name(s)/ initial(s)'. A section for search logic includes radio buttons for 'Starts With' (selected), 'Contains', 'Exact Match', and 'Standard Search Logic'. Below this, there are dropdown menus for 'Lien Status' and 'State', and a text input for 'City'. At the bottom, there are input fields for 'Start Date', 'Start Time' (set to 12:00 AM), 'End Date', and 'End Time' (set to 11:59 PM). A 'Clear' button and a 'Search' button are located at the bottom right.

A UCC-11 Debtor Information Request will result in an official search listing and will cost \$7.00 per search to complete. Additional options are available for Certification of the search results for an additional \$10.00 and/or images of the filed documents for an additional \$4.00 per IFS number.

A UCC-11 Information Request by Record Number will result in copies of the initial and all subsequent filing images. Copies cost \$4.00 per IFS number.

Model Administrative Rules (MARS) search logic, developed by the International Association of Commercial Administrators (IACA)MARS, is used for all UCC-11 Information Requests. The downloadable search results that are returned will include (depending on your selections for additional options): A Search List, either certified or uncertified, defining your search criteria and 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.

UCC11 Information Request

Through Date

Certified Through Date
02/17/2025

Search Criteria

Select an option through which you would like to search the file

☒ Debtor ☐ Record Number

Certified Type

☒ Non-Certified ☐ Certified

Search By Debtor

Select Type*

Individual

Individual's Surname*

Enter Individual's Surname

First Personal Name

Enter First Personal Name

Additional Name(s)/Initial(s)

Enter Additional Name(s)/Initial(s)

Suffix

Enter Suffix

Next

2. When should I use the free UCC Search?

If your goal is to purchase an official search result listing, then it is recommended that the free UCC 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 Model Administrative Rules (MARS) 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.

3. What are my search options with the free UCC Search?

The free UCC Search allows users to search by Debtor Name or by IFS/Filing Number.

Searching by Debtor Name is the default option, to search by File Number, select the IFS/Filing Number tab from the Lien Records Search.

When searching by Debtor Name, there are additional search options to help refine your search. Users must first select whether they are searching for an Individual or Organization debtor. See [keying standards \(page 5\)](#) and [search tips \(page 6\)](#) for more detailed guidance.

Individual and Organization name searches allow you to search with different methods.

- **Starts With:** this search will return records that start with the name entered. There can be characters after, but not before. Example: searching for "Sanders" will return "Sanders" and "Sanderson" but will not return "Sander" or "O'Sanders".

- **Contains:** this search will return any record where the name contains the string of characters that you entered, anywhere in the name. Example: searching for an organization name of “Cordwood” will return “Cordwood Farms” and “Chuck’s Cordwood” but will not return “Cords of Wood R Us”.
- **Exact Match:** this search will return all records where the debtor’s name matches what you entered exactly. Example: searching for “The Prawn Shop” will only return records where the name is “The Prawn Shop”. It will not return “Prawn Shop” or “The Prawn Shop LLC”.
- **Standard Search Logic:** this search is based on the Model Administrative Rules (MARS) developed by the International Association of Commercial Administrators (IACA). This is the standard used for the paid UCC-11 search and the same records will be returned in these search results. (See FAQ #8)

For individuals, MARS considers initial only in the first and middle name fields as follows. If you enter a first name single initial the results will include records with the first name starting with that initial and all records with a blank first name. If you enter a middle name single initial the results will include records with the middle name starting with that initial and all records with a blank middle name.

4. How do I submit a UCC-11 Information Request 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 the Record Number radio button in the Search Criteria section and entering the record number in the field displayed.

- 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 through 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 up to six record numbers in a single order by adding the numbers.

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 secured party or those which return a large number of results and will take longer to generate after submission.

Some requests cannot be completed automatically by the system. Typically, this includes requests which require a copy of a document from before 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.

6. 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 UCC Search will return all relevant filings which are in Active or Lapsed status. When searching by Debtor Name, you can further define the search results by Lien Status.

7. 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 on page 7 for cutover dates and filing codes.)

The department does not have copies of documents that were filed with the 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.

8. What is Standard 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 the following provisions are applied when using standard search logic:

- 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 |
| Savings Association | SA | Railroad |
| RR | National Association | NA |
| Partners | Partnership | Prof Assn |
| Professional Association | PA | Prof Corp |
| Professional Corporation | PC | Service Corporation |
| SC | Real Estate Investment Trust | REIT |
| Sole Proprietorship | SP | SPA |
| Trust | Trustee | As Trustee |
| Medical Doctors Professional Association | | MDPA |
| Medical Doctors Professional Corporation | | MDPC |
| Registered Limited Liability Partnership | | RLLP |
| Professional Limited Liability Company | | PLLC |
| Professional Limited Liability Co | | |

Keying Standards for Older Records

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 for 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 the UCC-11 Search Tips section for suggestions on alternate ways to search for records.

Search Tips

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.

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 space before and after the hyphen.

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. 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. 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.

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.

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.

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.

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.

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 | 6/29/2001 | | 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 | | | | |