

## UCC-11 Information Request Checklist

**UCC-11 Information Request results return ONLY information related to UCC filings. No information can be returned for any other type of document.**

1. Use only the Authority-approved forms. If using the online form (<http://www.gsccca.org/filesandforms/uccforms.asp>), you may electronically enter information into the data fields.
2. The fee is \$15 per debtor name submitted. Please make checks or money orders payable to the Georgia Superior Court Clerks' Cooperative Authority.
3. Please enter contact information in block A. This will assist if you need to be contacted.
4. Enter information in block B so the search report may be returned to you.
5. Please enter a name to be searched in either 1a (organization) **OR** 1b (individual). **DO NOT ENTER NAMES IN BOTH 1A AND 1B.** Use additional forms for more than one name.
6. Copies of UCCs cannot be automatically sent to you by request. Therefore, blocks 2b and 2c are not applicable.
  - **Please note: Requests for certified copies must be submitted to the Clerk of Superior Court where the UCC was filed. Please go to [www.ecert.gsccca.org](http://www.ecert.gsccca.org) or contact the Clerk's office <https://www.gsccca.org/clerks> .**
7. You may obtain copies for only \$0.50 per page by subscribing to the GSCCCA search system <http://account.gsccca.org/default.asp> .
8. Please indicate any special requests, such as delivery method, in block 4.

**Please note: Walk-in service for UCC-11 Information Requests is not available. UCC-11 Information requests may be submitted electronically for online account holders at Search->UCC Index->Certified Search Request for easier submission and faster response times. Additionally, they can be submitted via mail to: GSCCCA, UCC-11 Information Request, 1875 Century Blvd., Suite 100, Atlanta GA 30345.**