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INFORMATION REQUEST (MAINE)

FOLLOW THE INSTRUCTIONS (front and back) CAREFULLY

A. NAME & PHONE OF REQUESTER (Optional)
B. EMAIL ADDRESS OF REQUESTER (Optional)
C. RETURN TO: (Name and Mailing Address)

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR NAME to be searched – One debtor name (1a or 1b) is required for all search requests – do not abbreviate or combine names.

OR	1a. ORGANIZATION'S NAME			
	1b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIALS	SUFFIX

2. INFORMATION OPTIONS relating to UCC filings and other notices on file in the filing office that include the Debtor name provided in item 1. A search response will be generated based on the following search options you select:

2a. FILING STATUS: ALL – Response includes all filings, including those that have lapsed. UNLAPSED FILINGS

2b. SEARCH REPORT: YES NO

2c. CERTIFIED (Optional): YES (An additional \$5 fee will be charged.)

2d. COPIES (SELECT ONLY ONE FORMAT):

- ALL – All copies of the associated financing statements will be provided.
- NO COPIES – Only a search report will be provided regardless of what is selected in 2b.
- SPECIFIED COPIES - Select the options below to receive only specified copies of filings that include the Debtor name provided in Item 1. This search will furnish exact copies of all financing statements, related records and other notices that include the Debtor name provided in item 1.

Please note that by selecting any of the following options, you will limit the results of your search, which may not find all (or any) of the financing statements that include the Debtor name provided in Item 1.

SPECIFIED TIME PERIOD: Records filed from _____ and to _____
MM/DD/YYYY MM/DD/YYYY

SPECIFIED DEBTOR ADDRESS ONLY: Name of Town or City: _____

BY FILE NUMBER(S): Check here if you would like all associated filings and notices with the File Number(s) listed below on file in the Filing Office.

Enter only ONE File Number per line:

_____	_____
_____	_____
_____	_____
_____	_____

3. EXPEDITED SERVICE (Optional): 24 Hour (\$10) OR Immediate (\$25)

4. DELIVERY INSTRUCTIONS (Request will be completed and mailed to the address shown in item C above unless otherwise instructed here):

4a. Pick up. Contact Name and Telephone Number: _____

4b. Email. (If the search results file is too large to email, it will be mailed.) Email Address: _____

4c. Fed Ex. Please provide a completed airbill with return delivery instructions. Your completed airbill must contain your Fed Ex account number.

Instructions for the Maine UCC Information Request (Form UCC11-ME)

Please type or laser-print this form and be sure it is completely legible. Read and follow all instructions, especially instruction 1; use of the correct name for the Debtor is crucial.

Fill in this form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give any legal advice.

ITEM INSTRUCTIONS

A & B - To assist the filing office that may wish to communicate with the requester, the requester may provide information in item A and item B. These items are optional.

C - Provide the name and address of the requestor in item C. This item is NOT optional.

1 - **Debtor's name.** Enter only one Debtor name in item 1 - either an organization's name (1a) or an individual's name (1b). Enter Debtor's correct name. Do not abbreviate words that are not already abbreviated in the Debtor's name.

1a - Organization Debtor Name. "Organization Name" means the name of an entity that is not a natural person. A sole proprietorship is not an organization, even if the individual proprietor does business under a trade name. If Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed public organic records to determine Debtor's correct name. Trade name is insufficient. If a corporate ending (e.g., corporation, limited partnership, limited liability company) is part of the Debtor's name, it must be included. Do not use words that are not part of the Debtor's name.

1b - Individual Debtor Name. "Individual Name" means the name of a natural person; this includes the name of an individual doing business as a sole proprietorship, whether or not operating under a trade name. The term includes the name of a decedent where collateral is being administered by a personal representative of the decedent. The term does not include the name of an entity, even if it contains, as part of the entity's name, the name of an individual. Prefixes (e.g., Mr., Mrs., Ms.) and titles (e.g., M.D.) are generally not part of an individual name. Indications of lineage (e.g., Jr., Sr., III) generally are not part of the individual's name, but may be entered in the Suffix box. Enter individual Debtor's surname (family name) in Individual's Surname box, first personal name in First Personal Name box, and all additional names in Additional Name(s)/Initial(s) box.

If a Debtor's name consists of only a single word, enter that word in Individual's Surname box and leave other boxes blank.

For both organization and individual Debtors. Do not use Debtor's trade name, DBA, AKA, FKA, division name, etc. in place of or combined with Debtor's correct name; filer may add such other names as additional Debtors if desired (but this is neither required nor recommended).

2 - **Information Options.** Information options relating to UCC filings and other notices on file in the filing office that include as a Debtor name provided in item 1. A search response will be generated based on the options you select in 2a, 2b, 2c or 2d. The "Certified" option in 2c is optional, but you **must select** an option in 2a, 2b, and 2d.

2a - Filing Status. Check the appropriate box in item 2a; the box "All" if you are requesting a search of all active records, including lapsed filings, or the box "Unlapsed" if you are requesting a search of only active records that have not lapsed.

2b - Search Report. Check the appropriate box in item 2b; the box "Yes" to include a search report with your request or the box "No" if you do not want to include a search report. Note: if you have selected "No", be sure you complete 2d to specify the copies you are requesting.

2c - Certified (Optional). Check the box "Yes" in item 2c if you want the response certified. **An additional \$5 fee will be charged.**

2d - Copies. Check the appropriate box in item 2d; the box "All" if you want all copies of the associated filings ; or the box "No Copies" if you do not want any copies included; or the box "Specified Copies" if wish to receive only specified copies. If you selected "Specified Copies", you must complete the "Specified Time Period" box, "Specified Debtor Address Only" box or the "By File Number(s)" box to indicate the limited results you are requesting. Caution: if you select "Specified Copies", the results will be narrowed and this may result in an incomplete search of filings against the Debtor and you may fail to learn information that might be of value to you.

3. - **Expedited Service** (Optional). Check the appropriate box in 3; the box "24 Hour" (additional \$10) or the box "Immediate" (additional \$25) for expedited processing of the search request.

4. - **Delivery Instructions.** (Optional) Check the appropriate box in 4; the box "Pick Up" if you would like to have the search results held and picked up from the filing office; the box "Email" if you would like to have the search results emailed; or the box "Fed Ex" to have the search results sent via Fed Ex (an airbill with return instructions and billing information must be included).

If no delivery instructions are requested in item 4, the search results will be mailed to the address shown in item C above.