

UCC-11 Information Request Checklist

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. **Please send UCC-11 Information Requests/Certified Search Requests to: Georgia Superior Court Clerks' Cooperative Authority, 1875 Century Blvd. Suite 100, Atlanta, GA 30345.**
3. The fee is \$10 per debtor name submitted. Please make checks or money orders payable to the Georgia Superior Court Clerks' Cooperative Authority.
4. Please enter contact information in block A. This will assist in the event that you need to be contacted.
5. Enter information in block B so that the search report may be returned to you.
6. 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.
7. Copies of UCCs cannot be automatically sent to you by request. Therefore, blocks 2b and 2c are not applicable.
8. Once you receive the search report, copies of UCCs may be requested by faxing a request on company letterhead to (404) 327-7877. Copies will be returned to you by fax. The cost is \$1 per page.
9. You may obtain your own copies for only \$0.50 per page by subscribing to the GSCCCA search system <http://account.gsccca.org/default.asp> .
10. Please indicate any special requests such as delivery method in block 4.