

Direct Access Service

Uniform Commercial Code (UCC) Records can be acquired through our Direct Access service. The fee for Direct Access is \$400.00 per year. On-line access to records maintained by the Secretary of State is made available for general information purposes only and the Secretary of State disclaims any liability for the accuracy or completeness of any of the information provided through this service. No express or implied warranties, including the warranties of merchantability and fitness for a particular purpose, are hereby given.

In particular, the information provided through this service is not to be construed as having the legal effect of a certified copy or an official certificate of filing by the Secretary of State or other filing officer.

Certified copies of Uniform Commercial Code financing statements are available for a fee from any parish (county) Clerk of Court, except in Orleans Parish where the filing officer is the Recorder of Mortgages.

The following information may be obtained through the Direct Access Service:

- Original and subsequent filing information
 - Continuation
 - Amendment
 - Assignment
 - Termination
 - Correction-filed by Clerk of Court to correct minor in-house errors
 - Void filings-filed by Clerk of Court to re-enter a filing in its entirety after the two business day entry period.

- File numbers (including date and time of filing)

- Parish of original filing

- Status of filing (active/inactive)

- Debtor(s) information
 - Name(s)
 - Address
 - Federal taxpayer identification number(s) where applicable

- Secured Party(s) information
 - Name(s)
 - Address
 - Federal taxpayer identification number(s) where applicable

- Property description on original financing statement

- Filing designations
 - Fixture/Mineral Filings
 - Owners of real property and their federal taxpayer identification number(s) where applicable
 - IRS tax liens
 - Transmitting utility filing
 - Lease, bailment, consignment

- Subsequent filing descriptions: Example: Amendment filed to add debtor's tax identification number

- Central Registry filing information
 - Crop name(s)
 - Crop code(s)
 - Parish code(s) (Parish where crop is being grown/produced)
 - Quantity of collateral
 - Loan amount(s)

Hours of Availability

Access to the Secretary of State's computer system is available 24 hours a day, seven days a week. Access outside of normal business hours may be subject to occasional interruption to provide for system maintenance. No advance notice will be given of interruptions in service during extended hours.

Hardware and Software Requirements

The Subscriber must have a computer connected to the internet through an Internet Service Provider. A broadband connection is recommended, but connections through dial-up services like AOL can access this service.

Direct Access is best viewed in full-screen mode at a resolution of 1024x768 or higher.

For best results, our office recommends using the latest version of Internet Explorer.

Your web browser must support JavaScript (which is typically enabled by default). If JavaScript is disabled, some functionality may not work correctly. Please see the information below for help configuring your web browser:

Enable Scripting for Internet Explorer (JavaScript)

1. On the **Tools** menu, click **Internet Options**, and then click the **Security** tab.
2. Click the **Internet** zone.

3. If you do not have to customize your Internet security settings, click **Default Level**. Then continue to step 4. If you have to customize your Internet security settings, follow these steps:
 - a. Click **Custom Level**.
 - b. In the **Security Settings-Internet Zone** dialog box, click **Enable** for **Active Scripting** in the **Scripting** section.
4. Click the **Back** button to return to the previous page, and then click the **Refresh** button to run scripts.

User ID and Password

You will be assigned a user ID which will not change. Initially your password is the same as your user ID. We recommend that you change the password to one of your own choosing as soon as possible to prevent unauthorized use of your account.

Passwords must contain between 5 and 10 characters and may contain the letters A to Z, the digits 0 to 9 and special characters. Passwords cannot contain embedded spaces. Passwords are not case sensitive.

The service allows only one session to be active at a time for each user ID. If you are accessing the service from multiple computers, it is important that you click **Logout** to end the session. Failure to click **Logout** may result in your session remaining active and will prohibit another computer from signing on using the same user ID.

Sessions do not time-out automatically. Your session will remain active until you click **Logout**. Closing the browser window will eventually close the session, but you will have to wait up to 2 minutes after closing the browser window to sign on again with the same user ID.

Printing Considerations

To print a filing, click **Print Filing Detail** on any filing detail page.

General Search Instructions

The search argument may be entered in either upper or lower case.

Searches by taxpayer ID will return only exact matches.

Click on the file number to view the filing detail. If you know the file number, you may enter it directly on the search line.

Caution: Financing statements are subject to change or withdrawal without notice for two full business days following the date of filing.