

UCC11 & EFS INFORMATION REQUEST ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

REVISED MARCH 2024

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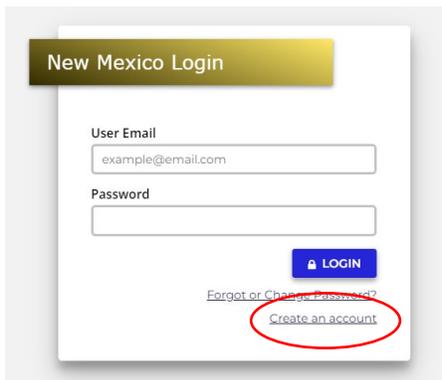
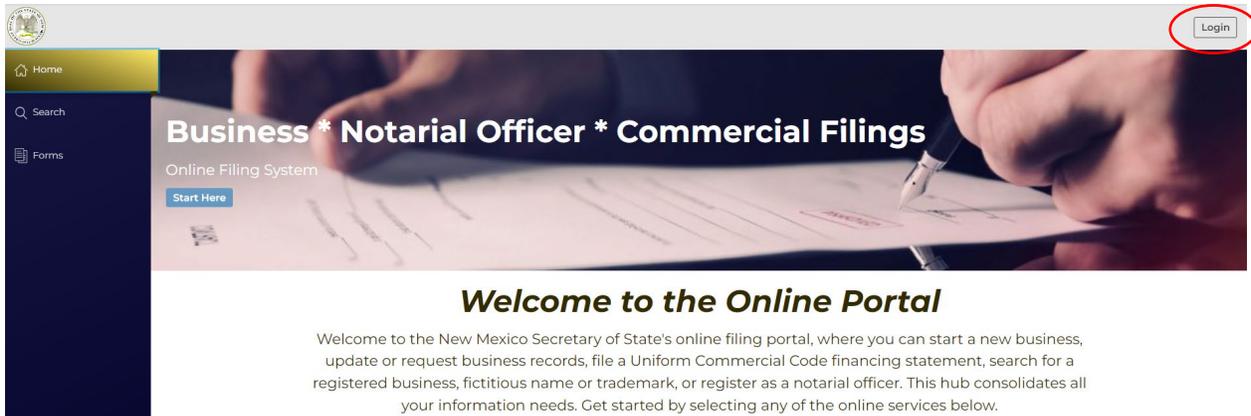
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Introduction

The NM Secretary of State filing system for UCC filings is <https://enterprise.sos.nm.gov>. Requests for information regarding UCC Filings and Agricultural Filings (EFS) can be submitted and paid for online. If you do not find the information you need in this help document, please email business.services@sos.nm.gov with your specific question.

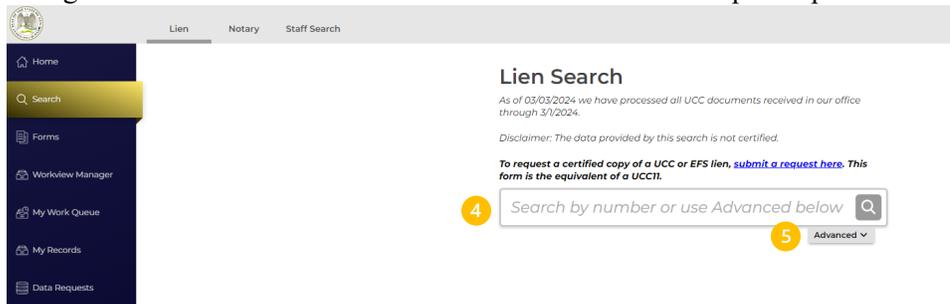
Lien Search (UCC and EFS)

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:



NOTE: The email address that is used as the login is where all notifications related to filings will be sent.

3. Navigate to “Search” in the sidebar and select “Lien” in the top tab options.



4. To search by lien number, enter the lien number in the search bar and click the search icon .

5. To search by debtor name or secured party name click the “advanced” tab. An expanded search will appear. Click either **Search by Debtor**, or **Search by Secured Party**.

Advanced Search

Search Type

Lien Number Search

Debtor Name Search

Secured Party Name Search

Name Type

Individual Name

Organization Name

Individual Name

First Name* Middle/Initial Last Name*

Suffix

City

State

[Select an option] ▼

Filing Date

Start End

Include lapsed records in search response

Advanced ^

6. The default is to search by Individual Name. Choose Organization Name to change the search parameters to Organization.
7. Additional search options include city, state, filing date, and whether lapsed records are included in the results. These options narrow the search results based on the Debtor or Secured Party information but are not stand-alone search criteria. Enter the search criteria and click **Search**.

- When results are returned, the row of information provides the file number, debtor, filing type, secured party, status of the lien, filing date, lapse date, and page count. To view additional information, click on the row information and a pull-out drawer opens to the right. This expands the address information of the parties. This information is considered non-certified and is informational only.

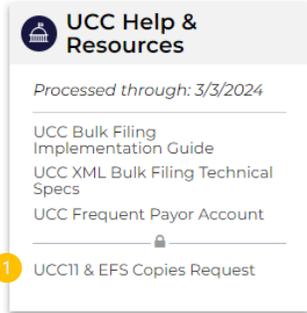
Results: 1

File Number	Debtor	Filing Type	Secured Party	Status	Filing Date	Lapse Date	Page Count
20240000000090	Debtor Organization - ANYWHERE, NM	Lien Financing Statement	Organization - ANYWHERE, NM	Active	3/2/2024 11:29 AM	3/2/2029 11:29 AM	1

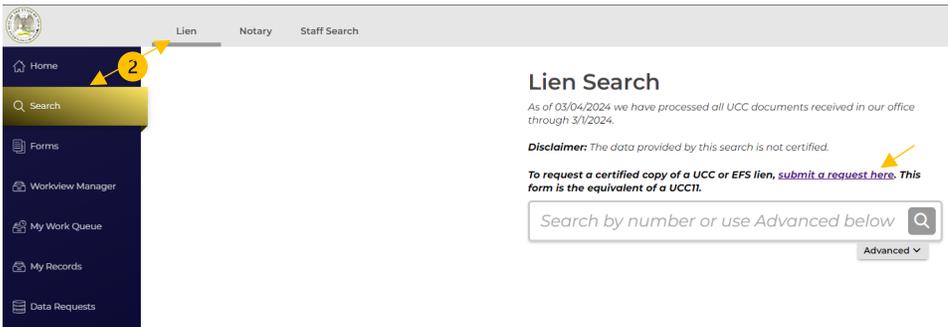
- If certified copies of a lien are required, click on [Submit a Request Here](#) in the Lien Search description information. The link will open form ***Lien Information Request (UCC 11/EFS Copies Request)***. See instructions below.

Lien Information Request (UCC 11/EFS Copies Request)

1. From the Home Screen, click on Click on *UCC11 & EFS Copies Request*.



2. Alternatively, navigate to Search → Lien and click on Submit a Request Here in the Lien Search description information. The link will open form *Lien Information Request (UCC 11/EFS Copies Request)*.



3. The link will open form *Lien Information Request (UCC 11/EFS Copies Request)*.

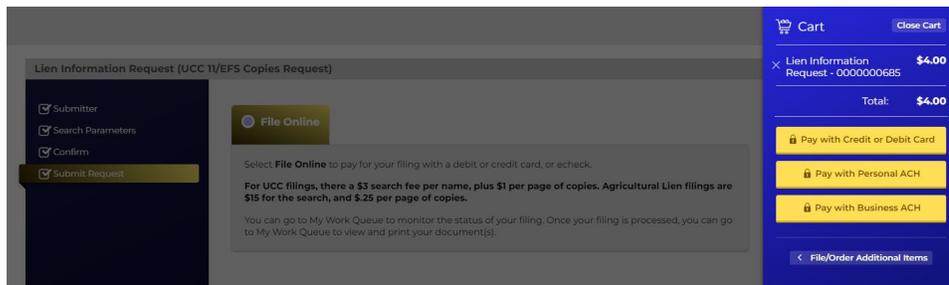
A screenshot of the 'Lien Information Request (UCC 11/EFS Copies Request)' form. The form is titled 'Lien Information Request (UCC 11/EFS Copies Request)' and has a sidebar on the left with 'Submitter', 'Search Parameters', 'Confirm', and 'Submit Request'. The main content area is titled 'Lien Search Request - Information Request for EFS/UCC filings' and includes a 'Help ?' button. The form contains the following sections: 'Information Requests are used to request listings or copies of Uniform Commercial Code records. A separate request is required for each business or name to be searched.'; 'For UCC filings, there is a \$3.00 search fee per name, plus \$1.00 per page of each requested filing.'; 'For EFS filings, there is a \$15.00 search fee per name, plus \$0.25 per page of each requested filing.'; 'The fees are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.'; 'Filer contact information' section with fields for 'Contact Name', 'Organization Name', 'Phone Number', 'Email Address', and 'Address'; and a 'STE/APT/FL' field. At the bottom of the form are buttons for 'Save Draft', 'Preview Form', 'Import', 'Export', and 'Next Step'.

4. Complete the Submitter information and click **Next Step**.
5. The Search Parameters page provides options for your search. A search can be made for
 - a. A report search, which results in a certified search acknowledgement;
 - b. A report search and the original filing copies, or
 - c. If the lien or filing number is known, a request for the copy of the specific filing.

6. If *Search report* or *Search report and ALL copies* is selected, **Search Type** can be by debtor or secured party, either an individual or an organization. **City**, **State**, and **Start Date** narrow the search results but are not independent criteria. Toggle the option to include lapsed filings in the results.
 - d. Results will be displayed in a new window. Choose the records for which records are requested. Uncheck any that are not required. Click **Confirm**.

Record Number	Debtor	FileNumber	Doc Type	Secured Party	Filing Date	Lapse Date
20240000000009	DEBTOR ORG 1	20240000000009	Lien Financing Statement	BIG BANK	3/1/2024	3/1/2029
20240000000011	DEBTOR ORG 1	20240000000011	Lien Financing Statement	BIG BANK	3/1/2024	3/1/2025
20240000000011	NEW DEBTOR ORG	20240000000015	Lien Amendment		3/1/2024	3/1/2025
20240000000090	Debtor Organization	20240000000090	Lien Financing Statement	Organization	3/2/2024	3/2/2029

10. The fees are calculated based on the search results and are displayed in the Cart. Choose the payment method, or click **File/Order Additional items** if there are other searches to be made in the same transaction.



11. Once payment has been completed, and it is returned to the website, the request is automatically approved. The results of the request are available in *My Information Request Work Queue*. Download the .zip file to view the certification and if applicable, the copy of the filed record.

