

# UCC11 & EFS INFORMATION REQUEST ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

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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](mailto: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:

The image shows two screenshots from the New Mexico Secretary of State's online filing portal. The top screenshot is the homepage, featuring a dark blue sidebar with navigation links: Home, Search, and Forms. The main content area has a header with the text "Business \* Notarial Officer \* Commercial Filings" and "Online Filing System" with a "Start Here" button. Below this is a "Welcome to the Online Portal" message. A red circle highlights a "Login" button in the top right corner. The bottom screenshot is the "New Mexico Login" page, which includes fields for "User Email" (with the example "example@email.com") and "Password". There is a blue "LOGIN" button, a link for "Forgot or Changed Password?", and a red circle around the "Create an account" link.

*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.

The image shows the "Lien Search" page. The sidebar on the left has the "Search" option highlighted. At the top of the main content area, there are three tabs: "Lien", "Notary", and "Staff Search", with "Lien" being the active tab. The page title is "Lien Search". Below the title, there is a disclaimer: "As of 03/03/2024 we have processed all UCC documents received in our office through 3/1/2024." and another disclaimer: "Disclaimer: The data provided by this search is not certified." Below these, there is a note: "To request a certified copy of a UCC or EFS lien, submit a request here. This form is the equivalent of a UCC/L." A red circle with the number "4" is around the search bar, which contains the text "Search by number or use Advanced below". To the right of the search bar is a magnifying glass icon. A red circle with the number "5" is around the "Advanced" dropdown menu.

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

- 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

MM/DD/YYYY MM/DD/YYYY

☐ Include lapsed records in search response

Q Search Clear Filters

Advanced ^

- The default is to search by Individual Name. Choose Organization Name to change the search parameters to Organization.
- 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**.

8. 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.

☐ Lien Number Search  
☒ Debtor Name Search  
☐ Secured Party Name Search

Name Type  
☐ Individual Name  
☒ Organization Name

Organization Name\*

City

State

Filing Date  
 Start:   End:

☒ Include lapsed records in search response

Advanced ^

20240000000090

File Amendment

Document Type	Record Information
Record Number	20240000000090
Secured Party Name	Organization
Secured Party Address	ORGANIZATION ADDRESS, ANYWHERE, NM 00000

View History

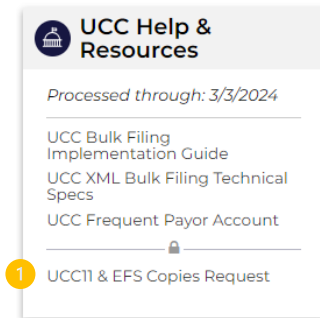
Results: 1

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

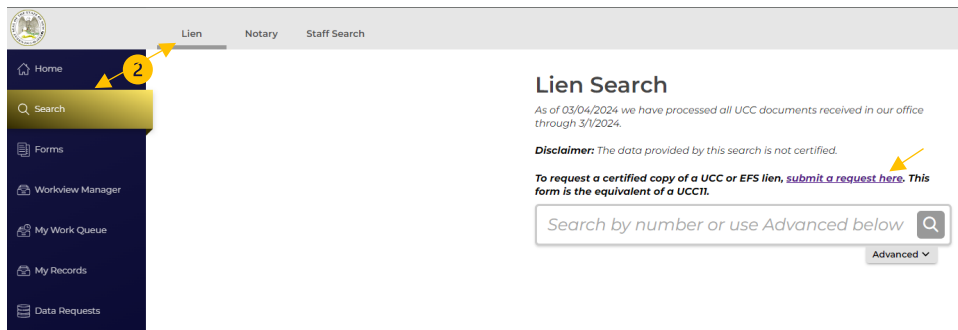
9. If certified copies of a lien are required, click on [Submit a Request Here](#) in the Lien Search description information. The link will open form ***Lien Information Request (UCC 11/EFS Copies Request)***. See instructions below.

# 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 has a dark blue sidebar on the left with a 'Submitter' section highlighted. The main content area is titled 'Lien Search Request - Information Request for EFS/UCC filings'. It contains a 'Filer contact information' section with fields for 'Contact Name', 'Organization Name', 'Phone Number', 'Email Address', and 'Address'. There is also a 'STE/APT/FL' field. At the bottom, there are buttons for 'Save Draft', 'Preview Form', 'Import', 'Export', and 'Next Step'. A 'Help ?' button is in the top right corner.

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.

Lien Information Request (UCC 11/EFS Copies Request)

**5**

**6**

Search for UCC Documents

**Request Type**

☒ Search report  
☐ Search report and ALL copies  
☐ Copy (single record number)

**Search Type**

☒ Debtor Search ☐ Secured Party Search

**Search for an Individual or Organization**

☒ Individual ☐ Organization

First Name Middle/Initial Last Name\* Suffix

City State

Start Date  
 Leave empty for all results  
 MM/DD/YYYY

☐ Include lapsed filings on search response.

Save Draft Preview Form Import Export Previous Step **Next Step**

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**.

UCC Documents

Uncheck all Check all

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

Confirm

- e. The records that were selected are shown. Click **Next Step**.

Record Number	Debtor	FileNumber	Doc Type	Secured Party	Filing Date	Lapse Date	Page Count
20240000000009	DEBTOR ORG 1	20240000000009	Lien Financing Statement	BIG BANK	3/1/2024	3/1/2029	1

Save Draft Preview Form Import Export Previous Step **Next Step**

7. If *Copy (single record number)* is selected, enter the **File Number** for which a copy is requested:

Lien Information Request (UCC 11/EFS Copies Request) Help ?

☒ Submitter  
☐ Search Parameters  
☐ Confirm  
☐ Submit Request

Search for UCC Documents

Request Type  
☐ Search report  
☐ Search report and ALL copies  
☒ Copy (single record number)

File Number \*

Start Date  
Leave empty for all results

☐ Include lapsed filings on search response.

- f. The results will be displayed. Check the record number and click **Confirm**. Click **Next Step**.

UCC Documents							✕
							<input type="button" value="Uncheck all"/> <input type="button" value="Check all"/>
Record Number	Debtor	FileNumber	Doc Type	Secured Party	Filing Date	Lapse Date	
<input checked="" type="checkbox"/> 20240000000009	DEBTOR ORG 1	20240000000009	Lien Financing Statement	BIG BANK	3/1/2024	3/1/2029	

8. The confirmation page displays the information that was entered for the submitter and the search request. If changes need to be made, click on the section to edit. If ready to file, click **Next Step**.
9. The Submit Request page summarizes the fees to be charged. Click **File Online** to complete the filing.



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.

**Lien Information Request (UCC 1/EFS Copies Request)**

☒ Submitter  
☒ Search Parameters  
☒ Confirm  
☒ Submit Request

**File Online**

Select **File Online** to pay for your filing with a debit or credit card, or echeck.

For UCC filings, there a **\$3 search fee per name, plus \$1 per page of copies. Agricultural Lien filings are \$15 for the search, and \$25 per page of copies.**

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

**Cart** [Close Cart](#)

× Lien Information Request - 0000000685 **\$4.00**

Total: **\$4.00**

[Pay with Credit or Debit Card](#)  
[Pay with Personal ACH](#)  
[Pay with Business ACH](#)

[File/Order Additional Items](#)

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.

**My Information Request Work Queue**

Search My Work Queue

Records will appear in this queue for two months following the listed status date. Results: 1

Form Information	File Number	Status	Status Date	Submission Date	Actions
Debtor Org UCC 1 Information Request	0000000685	Approved	03/04/2024	03/04/2024	<a href="#">Download</a>

**Debtor Org**  
UCC 1 Information Request

Available Downloads:

- Lien Information Request (UCC 1/EFS Copies Request) 03/04/2024
- Results.zip 03/04/2024
- Receipt Detail 03/04/2024