

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.

The Direct Access application uses non-standard port 4430 for SSL connections. If your computer is behind a firewall, please make certain that port 4430 is open.

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 or Firefox.

Please note that there is a known issue with the Safari browser not supporting the text/plain MIME type which is required by the Direct Access application. If you are using a Mac, we recommend that you install Firefox for Mac.

Your web browser must be enabled to support JavaScript and cookies. If JavaScript and cookies are disabled you will be unable to log on to the Direct Access Service. Please see the information below for help configuring your web browser:

Enabling Cookies and Scripting for Internet Explorer 6 or 7

Enabling Cookies and Scripting for Firefox 2 or 3

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 sign off to end the session. Failure to use the sign off option may result in your session remaining active and may prohibit another computer from signing on again.

Sessions will time out automatically if there is no activity for 20 minutes. You will be required to sign on again.

Printing Considerations

The pop-up window containing the filing detail is printed normally with either Ctrl-P or by right clicking your mouse and selecting Print. In order to print the entire main page, you must select Print Preview from the File menu or from a right mouse click. Selecting the print button on your web browser will only print the frame in which you last clicked your mouse.

General Search Instructions

For a business or individual name search, enter the desired starting point to begin browsing records. You will be presented with a list of possible choices beginning with the first record whose index is equal to or greater than your search argument. Note that variations in punctuations or spacing are recognized and treated as a separate name. Click on a name for a list of all matches for that exact name.

Names of Individuals are displayed normally but indexed in inverted order so the search argument for individuals will be the last name followed by a space and the first name or initial. Do not use periods or commas.

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.

Enabling Cookies and Scripting for Internet Explorer 6 or 7

Enabling Cookies for Internet Explorer 6 or 7

1. Click the **Tools** menu.
2. Select **Internet Options**.
3. Click the **Privacy** tab.
4. Click the **Default** button (or manually slide the bar down to 'Medium').
5. Click the **OK** button.

Enable Scripting for Internet Explorer

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.

Enabling Cookies and Scripting for Firefox 2 or 3

Enabling Cookies for Firefox 2 or 3

1. Click the **Tools** menu.
2. Select **Options**.
3. Click the **Privacy** tab.
4. Select the 'Accept cookies from sites' check box.
5. Click the **OK** button.

Enable Scripting for Firefox 2 or 3

1. On the **Tools** menu, click Options.
2. On the **Content** tab, click to select the **Enable JavaScript** check box.
3. Click the **Go back one page** button to return to the previous page, and then click the **Reload current page** button to run scripts.