



KATIE HOBBS
SECRETARY OF STATE

Uniform Commercial Code (UCC) Popular Questions

How long will it take for my lien to show up online?

By statute, we have to file liens within 5 days of receipt. However, we can extend that timeframe in extreme cases.

How long does a lien last on your website?

That depends on the type of lien recorded. Standard liens will be displayed for five (5) years, Tax, Restitution, Racketeering and Utility liens will be displayed on our website until the lien is terminated by the filing agency.

A continuation amendment must be filed to keep a standard lien active in our system. If a lien is not continued, it will remain on our website for an additional "lapse" year. Once the lien is expired, it cannot be amended in any way.

What payment can I include?

Payment must be included with the document either by mail or in person at our Phoenix or Tucson customer service centers. We request either a check or money order be sent with mailed forms. Please make checks and money orders payable to the "Arizona Secretary of State".

Will I be notified once the form is processed?

Our office **does not** send back acknowledgment copies. If you want the original copy returned, you must enclose a self-addressed-prepaid return envelope.

How many copies should I send?

Our office requests that one copy of a lien be submitted. If you want to send an acknowledgment copy, please write or stamp "acknowledgment" or "copy" on the duplicate so it isn't processed in error.

Where should I submit my filings?

You can submit filings by mail to our Phoenix office or in person to our Phoenix or Tucson customer service centers. Please reference the addresses below for mailing or in-person service.

Filing By Mail:

Secretary of State
Attn: UCC Dept.
1700 W. Washington Street, Fl. 7
Phoenix, AZ 85007-2808

In-Person Filing Only:

Phoenix Office
State Capitol Executive Tower
1700 W. Washington Street
Second Floor, Ste. 220

Tucson Office

Arizona State Complex Building
400 W. Congress
First Floor, Ste. 141



How should I complete the debtor/secured party information?

Debtor and Secured party names must be identified as either an organization or an individual. Each piece of the name is identified in a distinct field, and an organization and individual name cannot be provided together in the same section. The filing office will record EXACTLY what is presented in the fields. Names that are misspelled remain misspelled.

Our office cannot advise filers how to complete these forms, but you should bear in mind that whatever information is presented will be public information.

How do I remove a debtor or secured party from a filing?

You will have to file a UCC 3 Amendment form and choose whether you'd like to remove a debtor or secured party. Bear in mind, our public search will show the entire history of the lien. So, while the listing will show that the debtor or secured party has been removed, all preceding entries will show the removed party on the website.

Secretary of State Processing

What happens if the fee presented is not sufficient to cover the filing or a search?

If a request was presented for an initial filing and a search, but the fee included cannot sufficiently pay for both, we would process the filing first, then reject the search. That request will be returned with a rejection letter which will note the proper amount due for the search. The remaining balance will be refunded by mail, and the requestor will need to issue a new check or money order for the corrected amount.

Will I be able to conduct my own search? Can I do a certified search myself?

Our website features a search that can find all active filings on record. Uncertified ("watermarked") scanned images are available when the requestor searches into a specific lien number.

Unfortunately, our web search cannot produce certified results.

Does your office accept electronic filings? Do you still take faxed filings?

A prepaid account must first be setup in order to process electronic filings. Once created, our program will email a registration confirmation and account setup instructions to each user. After the login information has been established, users can submit PDF documents directly to our system for processing.

The upload system replaces the fax filing system we offered in the past.

To create a prepaid account, you must speak to a customer service representative and request a prepaid account form be sent to you. You may do so by calling 602-542-6187 or 1-800-458-5842.

Will Arizona allow multiple filings on one UCC-3?

We allow for following multiple filings on one document: continuation/party amendment, continuation/collateral amendment, continuation/partial assignment, collateral amendment/partial assignment, and party amendment/collateral amendment.

The following options cannot be combined: terminations, full assignments, and any request changing or adding multiple debtors/secured parties.

Please remember that forms filled out where fields are indecipherable will only be recorded for the information that we can determine.

Will Arizona require the bar code on the UCC form?

The Arizona Secretary of State's office requires the use of the National Forms which include the bar code. If you are filing at the county level, you may want to contact the County Recorder's office to determine appropriate form and other filing requirements with its office.

Our office also applies a barcode on all mailed forms for internal processing.



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Can I protest a filing record or make a correction?

Yes. You may file a UCC 5 and pay \$9 dollars for processing. The UCC 5 allows you to claim if the lien is inaccurate, filed in error, or filed by someone not entitled to do so. This form will not remove the filing from our system, and the lien will remain for the remainder of the five-year filing period.