

UCC Data Information System Access Policy and Instructions

115.400 Inasmuch as many of the UCC records filed in the Secretary of State's Office contain Social Security Numbers, Tax Payer Identification Numbers and other sensitive personal information, the Secretary of State's Office restricts electronic access to records or portions of records in the UCC Data Information System. The purpose of this rule is to outline policies and procedures regulating electronic access to the UCC Data Information System.

115.401 Users requesting electronic access to records in the UCC Data Information System must complete a subscription form demonstrating a legitimate business need for unrestricted access to records of UCC liens and/or Food Security Act liens filed in the system.

115.401.1 The subscription form shall contain a confidentiality agreement covering the non-disclosure of Social Security Numbers, Tax Payer Identification Numbers and other sensitive personal information found in the UCC Data Information System

115.401.2 Parties not demonstrating a legitimate business need for electronic access to the records in the UCC Data Information System shall not be permitted to access the records electronically, but may submit UCC Search Request and Request for Copies on UCC Form 11. Parties whose applications are approved will be provided with an appropriate user name and password.

115.401.3 Subscription of users who violate terms of the confidentiality agreement will have their subscription cancelled. Fees on cancelled subscriptions will be refunded.

115.402 The completed and signed subscription form must be submitted to the Secretary of State's Office at the following address:

Secretary of State
Office of Business Services
P. O. Box 136
Jackson, Mississippi 30205-0136

together with a cover letter on business stationary and a business check for the subscription fee.

115.403 The fees for unrestricted access to the UCC Data Information System and Image Vault are as follows:

- 115.403.1 UCC Internet Search Database and Image Vault containing all UCC documents and other records filed in the UCC Data Information System.
 - Annual Fee \$250.00.
 - Additional Users Annual Fee 100.00 each

- 115.403.2 Central Filing Office Internet Search Database and Image Vault containing UCC 1F and UCC 3F Financing Statements covering farm products.
 - Annual Fee \$100.00.

- 115.403.3 UCC Data Information System and Image Vault bulk data transfer and updates.
 - Annual Fee \$1,500.00.

- 115.404 Appendix of Forms
 - 115.404.1 UCC Filing Office Subscriber Registration Form and Agreement.

 - 115.404.2 Central Filing Office Subscriber Registration Form and Agreement.

 - 115.404.3 UCC Data Information System and Image Vault Bulk Data Subscription Form and Agreement.

- 115.405 Reserved