

IDAPA 34 – SECRETARY OF STATE

Business Division

34.05.03 – Requests for Information – Form UCC-4 – Fees

Who does this rule apply to?

Any person filing a request for information form in order to search the Idaho database of liens filings, including but not limited to: title companies, banks, and Idaho citizens.

What is the purpose of this rule?

Establishes the parameters for filing and fees for filing a request for information and receiving information on liens within the following programs:

1. Secured Transactions filings
2. Seed and Labor Liens
3. Liens in crops
4. Federal Liens
5. State Liens
6. UCC/ Idaho Administrative Procedures Act

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statutes passed by the Idaho Legislature:

Commercial Transactions -

- [Title 28, Chapter 9, Part 5, et seq., Idaho Code](#) - Secured Transactions-Filing Liens, Mortgages and Pledges -
- [Title 45, Chapters 2, et seq., Idaho Code](#) - Uniform Federal Lien Registrations
- [Title 45, Chapters 3, Idaho Code](#) - Liens in Crops

State Government and State Affairs -

- [Title 67, Chapter 52, Idaho Code](#) - Idaho Administrative Procedure Act

Who do I contact for more information on this rule?

Secretary of State
700 West Jefferson Street, Room E205
Boise, ID 83720-0080
Phone: (208) 334-2852
Fax: (208) 334-2282
Email: ucc@sos.idaho.gov
<http://sos.idaho.gov>

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000. LEGAL AUTHORITY.

- 01. Title 28, Chapter 9, Part 4, Idaho Code.** (3-25-22)
- 02. Title 45, Chapters 2 and 3, Idaho Code.** (3-25-22)

001. -- 009. (RESERVED)

010. DEFINITIONS.

- 01. SOS.** Secretary of State. (3-25-22)
- 02. EFS.** An effective financing statement relating to farm products, as described in IDAPA 34.05.01, “Rules Governing Farm Products Central Filing System.” (3-25-22)
- 03. Notice of Lien in Crops.** A notice of claim of lien in crops for seed or farm labor, as described in IDAPA 34.05.02, “Rules Governing Liens in Crops, For Seed, and Farm Labor.” (3-25-22)
- 04. Notice of Federal Lien.** A notice of lien in personal property filed by the Internal Revenue Service or other federal entity pursuant to Title 45, Chapter 2, Idaho Code. (3-25-22)
- 05. UCCFS.** A financing statement filed pursuant to Sections 28-9-402 and 28-9-403, Idaho Code, other than one relating to farm products. (3-25-22)
- 06. Notices.** A collective term used in this rule to include all of the notices and financing statements described in the foregoing Subsections 010.02 through 010.05, as well as all ancillary documents pertaining thereto. (3-25-22)
- 07. Debtor.** Includes a lienee under Title 45, Chapter 2, Idaho Code, and a producer under Title 45, Chapter 3, Idaho Code. (3-25-22)
- 08. Secured Party.** Includes the federal government under Title 45, Chapter 2, Idaho Code, and a claimant under Title 45, Chapter 3, Idaho Code. (3-25-22)

011. REQUESTS FOR INFORMATION.

Upon the request of any person, the SOS shall issue a certificate showing all notices of the types included in a request naming a particular debtor. The certificate shall include the date and hour of filing of each notice, and the name and address of each secured party named therein. If the requested notices include EFS’s or notices of liens in crops, the certificate shall further include other information described in IDAPA 34.05.01, “Rules Governing Farm Products Central Filing System,” and IDAPA 34.05.02, “Rules Governing Liens in Crops, for Seed and Farm Labor,” as applicable. (3-25-22)

012. FEES.

- 01. Information Only.** Ten dollars (\$10) when filed online. (3-25-22)
- 02. Information and Images.** Sixteen dollars (\$16) when filed online. (3-25-22)
- 03. Filing not Submitted Online.** An additional twenty dollars (\$20). (3-25-22)
- 04. Payment.** Notwithstanding any other provision of this rule, cash payment in advance is required from a requesting party before a certificate will be provided. (3-25-22)

013. -- 999. (RESERVED)