



OFFICE OF THE MINNESOTA
SECRETARY OF STATE

UCC ONLINE FILING GUIDE

Transition to New Online UCC Filing Process

During December 1–8, the Office of the Secretary of State will be transitioning to a new website for conducting UCC transactions. Customers are encouraged to file transactions before or after this period to the extent possible.

During this period, customers may mail UCC filings (address below), or file online: visit sos.state.mn.us, click on “Business, Nonprofit & UCC” and then “UCC.”

New Online Filing Process Starts December 8

Starting December 8, all UCC transactions — filings, searches and copy orders — may be submitted quickly and easily online at mblsportal.sos.state.mn.us.

- Online filing delivers convenience to produce immediate filing dates and times or product fulfillment.
- Immediate filing allows protection of a financial interest in collateral used in secured financing at the earliest possible time in the financing process.
- Filings and other transactions will no longer be accepted at county recorder’s offices.

UCC Documents for Online Filing

All UCC related documents may be filed online, including: UCC-1 Financing Statement, UCC-3 Amendments, Continuations, and Terminations.

Users can also submit informal look-ups, search requests and copy orders.

Getting Started: Establish a User Account

Users must establish a registered account before proceeding with transactions. Once an account is established, the user will only need to sign in with security credentials to conduct transactions.

Establishing an account improves security and

allows the Office of the Secretary of State to provide a user with a completed filing, search or order.

Easy-Filing Interface

Entry screens prompt a user to enter debtor name and address, secured party name and address, collateral information (which can be pasted in from another document), and other data. Users are also asked to confirm the entire transaction. Users will temporarily leave the website to enter the U.S. Bank payment site.

Payment

Payment is required before a transaction can be completed. Payments can be made using Visa, MasterCard and Discover, through the U.S. Bank interface that will verify the payment and return user to the filing site to complete the transaction.

Fulfillment

Users will receive an email indicating their product is available with a link to the item (filing, copy order, or search request).

Other Services

Informal debtor name look-ups are available on a pre-paid basis. Subscriptions valid for 25 look-ups can be purchased online.

Assistance

Contact the Office of the Secretary of State for help with the new online filing system: call (651) 296-2803, or email ucc.dept@state.mn.us. Staff cannot provide legal advice.

Frequently Asked Questions

Learn more about UCC filing: visit sos.state.mn.us — click on “Business, Nonprofit & UCC” and then “Frequently Asked Questions.”

Office of the Minnesota Secretary of State | Uniformed Commercial Code Division

60 Empire Drive, Suite 100 • Saint Paul MN 55103 • Phone: (651) 296-2803 or 877-551-6767 (select option 4)

Email: ucc.dept@state.mn.us • Website: sos.state.mn.us • Online Filing Website: mblsportal.sos.state.mn.us