

Filing Submission Form – Email Response Requested

Use this form if you want to receive your UCC search or filing acknowledgement via email. Please fill out the form completely. Include this form with your UCC filing or search request.

Contact Name: _____

Contact EMAIL Address: _____

Contact Phone Number: _____

Confirmation Number (if applicable): _____

Before sending this package, please review your UCC filing to verify the following requirements have been met.

Failure to follow all instructions may result in the rejection of your filing.

1. You must type or laser print your filing.
2. You must use the current forms made available through our website. (www.scsos.com)
3. Do not staple **anything** to your filing.
4. Individual payment must accompany each filing. We are not able to use one check for multiple filings. We cannot accept starter or counter checks
5. You must use only one form of payment. For example, we cannot accept both check and cash for the same filing, nor are we able to accept multiple checks for a single filing.
6. To receive an acknowledgement of your filing you must complete the "Send Acknowledgement To" section on the filing form and either:
 - a. For email acknowledgement: Submit a completed "Filing Submission" form with each document listing your email address or
 - b. For mailed acknowledgement: Enclose a self-addressed stamped envelope.
7. Faxes are not accepted for UCC filings or searches.
8. Send completed documents with the filing submission form and all applicable fees to:

SC Secretary of State's Office - UCC Division
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Effective April 25, 2011, the South Carolina UCC online website will be available to the public to support all of your UCC filing needs.

<https://ucconline.sc.gov/UCCFiling/>