

How to Search For Federal Liens

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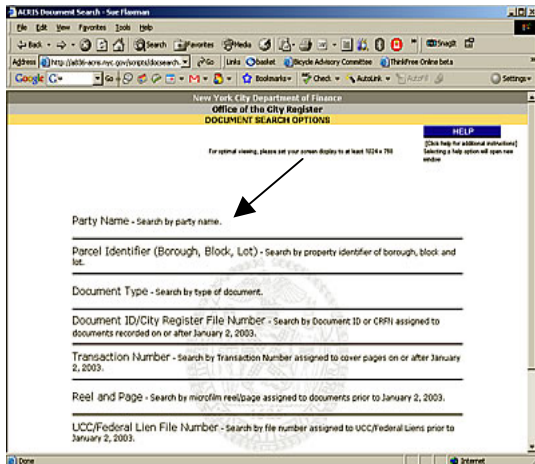
Overview

A number of Federal liens have been entered into ACRIS as Business Names whether or not they are a Business or an Individual. To find a Federal Lien for an individual e.g. Sharon Smith you should first search for “Sharon Smith” (first and last name) in the Business Name field. You can also enter the first name and any part of the last name as well and still find a match.

If you do not get a result using the above approach, you can then do an Individual search entering last name and first name into their respective fields.

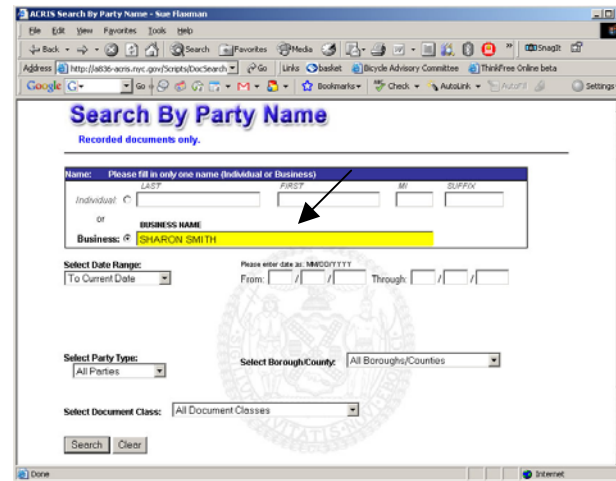
Document Search Options Screen

From the Document Search Option screen, click on **Party Name – Search by party name.**



Search by Party Name Screen Business

Enter the party’s **first and last name** in the Business Name text field (e.g. **SHARON SMITH.**) You can also enter just the first name (**SHARON**) or the first name and part of the last name (e.g. **SHARON SM**) or initial in the Business Name field. Doing so will broaden your results to include any last name that begins with “SM”.



Select Date Range:

To further qualify the search a Date Range may be selected. Only documents recorded/filed within the requested date range will be retrieved. Use the drop-down list under Select Date Range to choose a valid date range.

Select Party Type:

A search can be further qualified by choosing an option from the drop-down list in Select Party Type.

Select Borough/County:

A search can be further qualified by choosing a Borough from the drop-down list Only a single entry may be selected from the list.

Select Document Class:

Choose UCC and Federal Liens from the drop-down box, to find Federal Liens.