

## Filing Submission Form – Email Response Requested

Use this form when the acknowledgement for a UCC search or filing is needed via email. Please fill out this form completely and be sure to include it with the UCC filing or search request.

**Contact Name:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Confirmation Number (if applicable):** \_\_\_\_\_

Before sending, please review your UCC filing and verify that all information is correct and all of the requirements have been met.

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

1. Your filing must be typed or legibly printed.
2. The current forms that are available through our website must be used. ([www.sos.sc.gov](http://www.sos.sc.gov))
3. Any staples in the filings or checks may result in delayed or returned filings.
4. Individual payments must accompany each filing. We are not able to use one check for multiple filings. We also cannot accept starter or counter checks, and all checks need to be made payable to Secretary of State.
5. Only one form of payment can be used for a filing. (For example, we cannot accept both check and cash as method of payment for one filing)
6. In order to receive acknowledgement of your filing, the “Send Acknowledgement To” portion of the filing must be completed.
  - a. For email response, this form **MUST** accompany the filing.
  - b. For mail response, 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

**To support all of your filing needs, UCC filings and searches can be processed  
24/7! Filing online is convenient and easy with immediate response.**

**<https://ucconline.sc.gov/UCCfiling/>**