

Instructions for Connecticut Information Request Form

Please type or print this form. Be sure it is completely legible. Read all instructions. Follow instructions completely.

Do not insert anything in the open space in the upper portion of this form; It is reserved for filing office use.

1. **Debtor name:** Enter only one Debtor name in item 1, an organization's name (1a) or an individual's name (1b) Enter Debtor's exact full name. Do not abbreviate.

1a. Organization Debtor "Organization" means an entity having a legal identity separate from its owner.

1b. Individual Debtor "Individual" means a natural person.

For both organization and individual Debtors; Do not use Debtor's trade name, DBA, AKA, FKA, Division name, etc. in place of or combined with Debtor's legal name.

2. Please note that it is permissible to select an option in 2a and also check an option in 2b.

2a. Check appropriate box in item 2a; check "ALL" if you are requesting a search of all active records, including lapsed filings, or check "UNLAPSED" if you are requesting a search of only active records that have not lapsed.

2b. Check appropriate box in item 2b to request copies of records appearing on the search response; check "ALL" if you are requesting copies of all records, including lapsed filings, or check "UNLAPSED" if you are requesting copies of only active records that have not lapsed.

2c. Complete item 2c if you are ordering copies of specific records by record number.

