

# Register of Deeds

## UCC Filings on the County Level

UCC is an acronym for the words Uniform Commercial Code. UCC filings are notices of financing statements.

Forms for filing UCC's can be downloaded from <https://sdsos.gov/default.aspx>

When filing at the county level be sure to remember the following:

- 1. Full legal description of the property where the fixture is located. The mailing address of the property cannot be used in place of the legal description.
- 2. The "Prepared By" legend is also required on the UCC. This statement will need to read **Prepared By:** followed by the name, address and phone number of the person that completed the document.
- 3. Be sure to complete the UCC form completely, to avoid it having to be returned.
- 4. The fees for filing a UCC can be found at this [Link](#). UCC fees and real estate fees are required in order to record the document.

If you wish to receive more information regarding UCC's, please call our office or log onto the Secretary of State's website at <https://sdsos.gov/default.aspx>.