

## Locating Business Records

Business records contain information about businesses and government agencies. These records can help identify a business' relationships.

You can search for business records using the following search criteria: -

- Company Name
- Last Name
- First Name
- Middle Name
- SSN
- Street Address
- City- State
- Zip
- Radius
- FEIN
- Phone Number

Results include: Company Name, Address, Contact Name, Contact Title, Date of Last Update, FEIN, and Phone Number.

### Quick Start

1. First, try to find a Business record using one or more of the following search techniques:
2. **Search by Company Name and State. If too many records are returned, try adding a City.**
3. **Search using a Phone Number (including Area Code).**
4. **Search using a Company's Address, City, and State. This can reveal other companies connected to the business.**
5. **Search by an individual's Name and State. If too many records are returned, try adding a City.**

6. **Search by a Company Name and a Radius.** If you do not know company's city but know the general vicinity, you can use the radius option. Enter a ZIP code or a nearby city and state and provide a radius (in miles) in the **Radius** field.

## Helpful Search Tips

### ***SEARCH BY COMPANY NAME***

On the **Business** Link within the **Businesses** menu, type the company's name (or the first portion of a company name) in the **Company Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search by adding a State or a City and State.

### ***SEARCH BY PHONE NUMBER***

On the **Business** Link within the **Businesses** menu, type the ten-digit telephone number in the **Phone Number** field, then CLICK on the Search button.

### ***SEARCH BY ADDRESS***

On the **Business** Link within the **Businesses** menu, type the Address, City, and State of a company in the appropriate fields, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

### ***REFINE A NAME SEARCH***

Adding criteria, such as city, state, or ZIP code, refines a search. The more criteria you provide, the more precise (narrow) the results will be. Keep in mind that some records may not contain an FEIN, so providing one could eliminate records you may want included.

## ***SEARCH BY SSN***

On the **Business** Link within the **Businesses** menu, type the individual's SSN in the appropriate field, then CLICK on the Search button.

## ***NARROW LIST OF RESULTS***

If your search returns a long list of results, we recommend adding the following criteria, if known, in this order:

1. **State** - Entering a state narrows the results to businesses in that state.
2. **City** - Entering a city, in addition to the state, further narrows the results to businesses in the specified city and state.
3. **Radius** - Enter a ZIP code or a nearby city and state and provide a radius (in miles) in the **Radius** field.

## ***EXPAND LIST OF RESULTS***

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria.

## ***FIND A RECORD IN THE DISPLAYED LIST***

Identify the number of unique business entities by examining the information displayed. Examine the records to determine if the displayed information fits what is known about the subject business.