

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
- TIN
- Phone Number

Results vary but may include: Company Name, Address, Contact Name, Contact Title, Contact SSN, TIN, Phone Number and Parent Company.

First, try to find a Business record using one or more of the following search techniques:

- 1. Search by Company Name and State. If too many records are returned, try adding a City.**
- 2. Search using a Phone Number (including Area Code).**
- 3. Search using a Company's Address, City, and State. This can reveal other companies connected to the business.**
- 4. Search by a Company Name and a Radius. If you do not know a 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. Search by an individual's Name and State. If too many records are returned, try adding a City.**
- 5. Search by an individual's Name and State. If too many records are returned, try adding a City.**
- 6. Search by an individual's SSN.**

Quick Start

Choose your result output by marking the appropriate radio button next to **Output Type**.

Formatted HTML provides an interactive web page including hyperlinks to generate reports.

Cut and Paste/Printer Friendly Text (No Reports) provides a web page with plain text, making it easier to copy and paste into a document.

Helpful Search Tips

SEARCH BY COMPANY NAME

On the **Business** Tab 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** Tab 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** Tab 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.

SEARCH BY TIN

On the **Business** Tab within the **Businesses** menu, type the TIN in the appropriate field, and then CLICK on the Search button.

Keep in mind that some records may not contain a TIN, so providing one could eliminate records you may want included.

SEARCH BY SSN

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

REFINE A NAME SEARCH

Adding criteria, such as city, state, or ZIP code, refines a search.

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.

Purchase a Comprehensive Business Report for the Business by CLICKing on the **Business Comprehensive Report** icon on the left-hand side of the search results.