

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
- LexID® Business
- Phone Number

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

Quick Start

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.
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**.
7. Search by the nine-digit **TIN** (Taxpayer Identification Number) for the company.
8. Search by the company's unique **LexID Business** number (which can be obtained from an initial search).

Helpful Search Tips

SEARCH BY COMPANY NAME

On the **Business** Search within the **Businesses** menu, type the company's name (or the first portion of a company name) in the **Company Name** field, then click 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** Search within the **Businesses** menu, type the ten-digit telephone number in the **Phone Number** field, then click the Search button.

SEARCH BY ADDRESS

On the **Business** Search within the **Businesses** menu, type the Address, City, and State of a company in the appropriate fields, then click 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** Search within the **Businesses** menu, type the TIN in the appropriate field, and then click 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 LexID Business

On the **Business** Search within the **Businesses** menu, type the LexID Business number in the appropriate field and then click the Search button. When searching by LexID Business, enter only that criterion on the search form.

SEARCH BY SSN

On the **Business** Search within the **Businesses** menu, type the individual's SSN in the appropriate field, then click 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.

Ordering Reports

On the results page, you see a **Further Research** panel which displays a Reports section for each entity returned in a record. You can order a report by clicking the **Business Report** link.