

ORDER FORM

TO: Honorable Cherie Lott
Caldwell Parish Clerk of Court
P. O. Box 1327
Columbia, LA 71418

For Office Use Only:
Received on: _____
Paid: _____
Searched by: _____ & _____

THIS IS MY REQUEST FOR A CERTIFICATE AS FOLLOWS:

- Mortgage Certificate (Covering the 10 year period preceding this date)
- General Mortgage Certificate (Covering the 10 year period preceding this date)
- Clear Lien Certificate (after final acceptance, must include project name and project number)

***NOTE: When requesting a UCC Certificate, you must complete a UCC-11 Form required by the Secretary of State.

IN THE FOLLOWING NAME(S):

Please note that names are searched exactly how requested with no name variations.
Please include any name variations you want searched, there will be an additional name fee.

ON THE FOLLOWING PROPERTY DESCRIPTION:

If description is longer than space provided, please attach.

DATE: _____

Signature of Person Requesting Certificate

Email Address

Firm Name

Phone Number

Mailing Address

City, State Zip Code

Please select how you want the certificate returned (check on):

- Mail
- Email
- Pickup