

Uniform Commercial Code (UCC) Online Filing System

Instructions for getting started in Catalyst:

1. Go to www.corporationsandtrademarks.vi.gov.
2. Create user account by clicking the **REGISTER** Button. Refrain from uploading identification as a profile picture.
3. Click in **ONLINE SERVICES > UCC > File a Financing Statement (UCC1).**
 - > **File an Amendment (UCC3).**
 - > **File an Assignment (UCC3).**
 - > **File a Continuation (UCC3).**
 - > **File a Termination (UCC3).**
 - > **File a Party Change (UCC3).**
 - > **File a Collateral Change (UCC3).**
 - > **File an Information Statement (UCC5).**
4. Complete all required items on all tabs.
5. Review and submit payment in the form of MasterCard, Visa or ATH.
6. Email notification will follow with the status of the filing.

For UCC1, the mailing address is requested on the debtor tab; however, the debtor's email address is optional. For the same filing, the mailing and email addresses are required on the secured party tab.

Search of the UCC registry may be conducted by UCC file number or debtor's name. Search report and copies of UCC filings are available by selecting Standard RA9.

If there is assistance required, please contact the division at

Office of the Lieutenant Governor
Division of Corporations and Trademarks
5049 Kongens Gade, St. Thomas, VI 00802 - 340.774.2991(Telephone) – 340.776.4612(Fax)
1105 Kings Street, Christiansted, VI 00820 – 340.773.6449(Telephone) – 340.773.0330(Fax)
Email - <https://ltg.gov.vi/contact-us/>