



# Montana Department of Livestock Brand Lien Portal User Guide

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By Mail:  
MT Dept of Livestock  
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## OVERVIEW

The Brand Lien Portal gives lenders and financial institutions the ability and tools to create, file and manage Montana brand liens efficiently and securely. The new system is easier and more efficient to use. Please read the following information carefully to learn about the Brand Lien Portal.

### BRAND LIEN ONLINE PORTAL:

A secure web service that allows lienholders to manage their brand liens. Services offered on this site include:

- View active brand liens,
- Initiate a Notice of Security Interest,
- Terminate an existing filing,
- Initiate a lien Continuation into a new brand owner's name,
- Search Montana brand records to view the image, location, brand owner names, and active liens.

### BRAND LIEN ONLINE PORTAL ACCESS:

To access the portal, send an email to Dept of Livestock ([brands@mt.gov](mailto:brands@mt.gov)) with the following information:

- the first and last name, email address, and bank name and city of the person or person's requesting use of the lien portal application
- include in the subject line: "Brand Lien Portal Access"

Upon receiving your email, the Department will add your name and email address to the portal and send additional information on how to set-up a password.

*IMPORTANT: The latest versions of all popular web browsers are supported (Chrome, Edge, Firefox, Safari). Browser versions that are older than two years, including Microsoft Internet Explorer, are not supported and may not work.*

### FEES:

Online Fee - New Liens, Continuations, and Terminations:

- Payment is due each time a lien transaction is completed.
- Using the Brand Lien Portal - \$26.98 per filing. Per transaction fee of \$25.00 + \$1.98 surcharge.
- Payment must be made with a credit/debit card or by ACH (eCheck).
- There is no longer an annual user fee.
- There is no longer a fee to perform searches.

By Mail Fee - new Liens, Continuations, Terminations:

- The fee to file a new lien, a continuation or a termination by mail is \$25.00.

The Dept of Livestock does not set up monthly accounts or issue invoices to collect lien filing fees.

*IMPORTANT: The effective date of the lien filing is the date that the lien document is processed by the Dept. of Livestock. It is not the date the document is signed by the lender or borrower(s). A lien document will not be processed by the Dept. of Livestock if it is incomplete or if the correct fee has not been received.*

#### NOTICE OF SECURITY INTEREST:

- Per [MCA 81-8-301](#), MDOL accepts Notices of Security Interest for branded livestock. Notice agreements (brand liens) are documented on the official Montana brand record of the brand for which the notice was filed.
- A separate notice must be completed for each recorded brand (one brand image and one location on up to 3 species: cattle, horses, and sheep).
- Signatures from all recorded brand owners are required.
- Brand liens do not secure interest on any livestock that are not branded with the borrower's brand, as indicated on the notice of security interest filing.
- Required form: [Notice of Security Interest Covering Branded Livestock](#).

#### BRAND TRANSFERS & LIEN CONTINUATIONS:

- If a brand owner name is changed, the lien filing must be changed to reflect the new brand owner.
- The continuation form must be signed by all individuals who will remain owners of the brand after the transfer is complete, including any new individuals.
- Required form: [Notice of Security Interest Continuation](#).

#### NOTICE OF TERMINATION OF SECURITY INTEREST:

- Brand owner signatures are not required.
- Required form: [Notice of Security Interest Termination](#).

#### BRAND LIEN RENEWALS:

- Next renewal period is December 1st, 2022 to March 31st, 2023.

#### FORMS:

- [Notice of Security Interest Covering Branded Livestock](#)
- [Notice of Security Interest Continuation](#)
- [Notice of Security Interest Termination](#)

#### UCC FILINGS:

- A UCC (Uniform Commercial Code) can be filed with Montana Secretary of State.
- MDOL brand lien records do not correlate with UCC filings.
- Do not submit UCC filings to MDOL.
- For more information on UCC filings, contact the Montana Secretary of State at (406) 444-2468 or visit the Montana Secretary of State website: <https://sosmt.gov>.

## Brand Lien Portal User Guide:

### MY LIENS PAGE

From the My Liens page, you can:

- Search for brand liens by owner or reference number.
- Create a new brand lien.
- Renew a brand lien.
- Continue a brand lien.
- Terminate a brand lien.
- Choose to renew multiple liens.
- View information about brands for which your bank has issued a lien.

### BRAND SEARCH PAGE

From the Brand Search page, you can search for any livestock brand registered in Montana by entering one of the following:

- Brand Owner Name (the search will list any partial matches)
- Brand ID from the original brand registration document
- Brand Certification Number from the original brand registration document

### NEW LIENS

When filing a new lien against a Montana Livestock Brand, the document must be signed by both the borrower(s) and the lender. An email copy of the new lien filing is acceptable. If the lien is created by using the Brand Lien Portal, a copy of the payment receipt must be included with the lien document when sending by email.

## CREATING LIENS

### How to Create a New Lien from the My Liens Page

- When creating a new lien in the Brand Lien Portal, you are simply creating the document – filing out the necessary information within the Notice of Security Interest Covering Branded Livestock.
- This document must be signed by both the borrower(s) and the lender.
- An email copy of the new lien filing is acceptable. A copy of the payment receipt must be included with the lien document when sending by email.
- Email your Brand Lien documents to: [brands@mt.gov](mailto:brands@mt.gov)
- Required form: Notice of Security Interest Covering Branded Livestock

*Helpful Hint: Include a copy of the online receipt when sending the Notice with original signature to us.*

1. On the My Liens page, click CREATE NEW LIEN.
2. Enter one of the following:
  - Brand Owner Name (a search will list any partial matches)
  - Brand ID from the original brand registration document
  - Brand Certification Number from the original brand registration document
3. Click SEARCH.
4. Click SHOW MORE on the line with the desired brand.
5. Click CREATE NEW LIEN.
6. Select the livestock and positions that apply to this lien.
  - Enter the brand owner's full name.
  - Click +OWNER to add more than one brand owner.
7. Click CREATE LIEN.
8. Enter the 6-digit brand ID number from the brand registration.
9. Click CONFIRM.
10. Payment. The fee to file a lien document is \$25.00 + \$1.98 surcharge fee for a total amount of \$26.98.

- a. Payment may be made using a credit card or eCheck (ACH).
    - i. Please include a copy of the receipt with the lien filing.
  - b. Payment may be made by issuing payment in the form of a check (personal, financial institution, cashier's check, money order) written to the Dept of Livestock. Check must include or reference name of brand owner(s) which the payment applies.
11. Download your lien document.
  12. Download your receipt.
  13. Print both documents.
  14. The lien document MUST BE SIGNED BY THE/ALL borrower(s), as well as the lender.
  15. A Lien is not placed on the brand until the signed notice is received by the Dept of Livestock Brand Office / Brand Recorder.
    - a. A copy of the lien filing will be sent to the lender/financial institution via email upon completion of the filing by the Dept of Livestock.

## **CONTINUING LIENS**

### How to Continue a Lien and Change the Brand Owner's Name

- Continuing a Lien is done only when the name of the Brand Owner has changed.
  - Fee: The \$25.00 + \$1.98 surcharge fee for a total amount of \$26.98 is required to Continue a Lien.
  - The Lien Continuation MUST BE SIGNED BY THE/ALL borrower(s), as well as the lender.
  - Lien Continuation must be sent with the Assignment of Brand form.
  - Required form: Notice of Security Interest Continuation
1. On the My Liens page
  2. Search for the desired lien by entering a brand owner's first or last name or the reference number from the original lien document in the search bar or scroll through the list. The search will list any partial name matches.
  3. The service displays a list of your bank's liens that match the criteria.
    - Select the green arrows icon to the right of the brand owner's name.
    - Select YES.
    - Click CONTINUE.

**OR**

    - Click SHOW MORE on the line with the desired lien.
    - Click CONTINUE.
    - Select YES.
    - Click CONTINUE.
  4. Enter the new owner/debtor's name, address, and contact information.
  5. Enter the owner's full name.
  6. Click +OWNER to add more than one owner.
  7. Click CONTINUE LIEN.
  8. Enter the lien reference number.
  9. Click CONFIRM.
  10. The service provides an electronic copy of the lien continuation document. You can save and/or print the document.
  11. The lien document MUST BE SIGNED BY THE/ALL borrower(s), as well as the lender.
  12. Payment. The fee to file a lien continuation is \$25.00 + \$1.98 surcharge fee for a total amount of \$26.98.
    - a. Payment may be made using a credit card or eCheck (ACH).
      - i. Please include a copy of the receipt with the lien continuation.
    - b. Payment may be made by issuing payment in the form of a check (personal, financial institution, cashier's check, money order) written out to the Dept of Livestock. Check must include or reference name of brand owner(s) which the payment applies.

## Terminating Liens

### How to Terminate a Lien

- When terminating a lien in the Brand Lien Portal, the termination will (should) automatically update within the brand database. However, a copy of that termination filing emailed to the Brand Office is appreciated for us to confirm that the termination process is complete.
- Required form: Notice of Security Interest Termination

*Helpful Hint: Include a copy of the receipt when sending the Termination Notice to us.*

1. Search for the desired lien by entering a brand owner's first or last name or the reference number from the original lien document in the search bar or scroll through the list. The search will list any partial name matches.
2. The service displays a list of your bank's liens that match the criteria.
  - Select the red trashcan icon to the right of the brand owner's name.
3. Select the livestock and positions that apply to this lien termination.
  - Click TERMINATE LIEN.
4. Enter the reference number from the original lien document.
  - Click CONFIRM.
5. The service provides an electronic copy of the lien termination document. You can save and/or print the document.

## LIEN RENEWALS

### How to Create a Lien Renewal

- A Lien Renewal is Continuing a lien without changing the brand owner's name.
  - The Next Open Renewal Period begins on December 1, 2022 and ends April 1, 2023.
  - The Dept of Livestock will send each lienholder, lender, financial institution, etc. a complete list of their liens approximately 45 days prior to the December 1 begin date.
  - The Lien Renewal event takes place every 5 years: 12/2022 to 4/1/2023, then 12/2028 to 4/1/2029, etc.
1. On the My Liens page, search for the desired lien by entering a brand owner's first or last name or the reference number from the original lien document in the search bar or scroll through the list. The search will list any partial name matches.
  2. The service displays a list of your bank's liens that match the criteria.
    - Select the green arrows icon to the right of the brand owner's name.
    - Select NO.
    - Select RENEW THIS LIEN without changing the name.

**OR**

    - Click SHOW MORE on the line with the desired lien.
    - Click CONTINUE.
    - Select NO.
    - Select RENEW THIS LIEN without changing the name.
  3. Select the livestock and positions that apply to this lien renewal.
    - Click RENEW LIEN.
  4. Enter the reference number from the original lien document.
    - Click CONFIRM.
  5. The service displays an electronic copy of the lien continuation document. You can save and/or print the document.
  6. Payment. The fee to file a lien continuation is \$25.00 + \$1.98 surcharge fee for a total amount of \$26.98.
    - a. Payment may be made using a credit card or eCheck (ACH).
      - i. Please include a copy of the receipt with the lien continuation.

- b. Payment may be made by issuing payment in the form of a check (personal, financial institution, cashier's check, money order) written out to the Dept of Livestock. Check must include or reference name of brand owner(s) which the payment applies.

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## Montana Code Annotated

Title 81. Livestock

Chapter 8. Marketing

Part 3. Security Interests Concerning Livestock

### Notices Of Security Agreements -- Renewals -- Assignments

**81-8-301. Notices of security agreements -- renewals -- assignments.** (1) The department of livestock shall accept and file notices of security agreements, renewals, assignments, and satisfactions covering livestock owned by a person, firm, corporation, or association and bearing its recorded brand and shall list the notices on the official records of marks and brands kept by it. The department shall transfer a copy of the notices and their accompanying brands to the central livestock markets. All forms on which the notices are given shall be prescribed by the department and furnished by the secured party who gives the notice. A livestock market to which livestock is shipped may not be held liable to any secured party for the proceeds of livestock sold through the livestock market by the debtor unless notice of the security agreement is filed and a copy is transferred as hereinbefore provided. The department of livestock may not be held liable to any secured party for the proceeds of livestock sold through a livestock market by the debtor.

(2) Notices of security agreements must be renewed every 5 years commencing on January 1, 1983, by notifying the department in a manner prescribed by it and by paying the fee set pursuant to **81-8-304** not more than 30 days before or 90 days after January 1.

(3) Assignments of security interests must be renewed every 5 years commencing on January 1, 1983, by notifying the department and paying the fee set pursuant to **81-8-304** not more than 30 days before or 90 days after January 1.

(4) Failure to comply with the provisions of subsection (2) or (3) will result in the termination of the notice on the 91st day following the applicable January 1 without notification by the department.

(5) Satisfactions of security agreements must be filed immediately with the department of livestock.

### Contents Of Notices

**81-8-302. Contents of notices.** The notices must consist of a statement showing the date of security agreement; the names and addresses of the debtors and secured parties or holders and owners of the security agreement; a description of the livestock covered by the security agreement; in the case of a notice of renewal, the date of renewal; in the case of a notice of assignment of a security interest, the date of the assignment, a description of the security agreement to which the assignment is made, and the parties to the assignment; and any additional information that is required by the department. The notice of security agreement must be signed by the affected debtor or proper legal authority.

### Duty Of Secured Parties To File Satisfactions Of Security Agreements

**81-8-303. Duty of secured parties to file satisfactions of security agreements.** The secured parties, who filed notices of security agreements, renewals, and assignments with the department of livestock, as provided for in this part, shall file notices of satisfaction of the security agreements with the department immediately upon the satisfaction of the security agreement.

### Fees

**81-8-304. Fees.** The department shall charge a fee for filing and listing the notices of security agreements for each recorded brand listed in each security agreement and for filing and listing each notice of satisfaction, renewal, or assignment of the security agreement for each recorded brand listed. The fees shall be set by rules adopted pursuant to the Montana Administrative Procedure Act, upon the basis of actual cost to the department for each brand listed. All fees shall be paid into the state special revenue fund for the use of the department.

### Department Of Livestock Not Responsible For Collection Or Payment Of Money Under Security Agreements

**81-8-305. Department of livestock not responsible for collection or payment of money under security agreements.** The department of livestock, its agents and employees, are not responsible or liable to either debtor or secured party for the collection or payment of any money due the holder of any security agreement covering livestock or renewals, satisfactions, or assignments thereof as provided in this part, if this part is carried out in good faith.