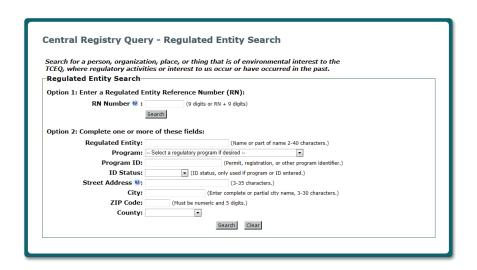
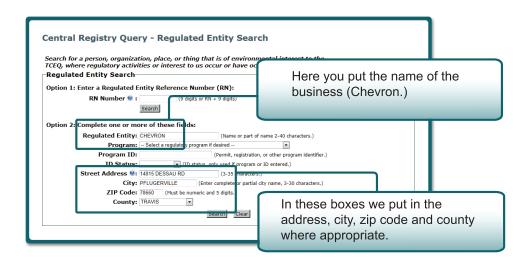
HOW TO SEARCH FOR AN RN

If you do not know the RN number of the business or company for which you are searching, click on the "Search for RN by Number or Name" link to the right of the RN box and follow the instructions below:

 After clicking on the link, you will be taken to the Central Registry Regulated Entity search page, which has opened in a new tab separate from your records request. The page looks like this:

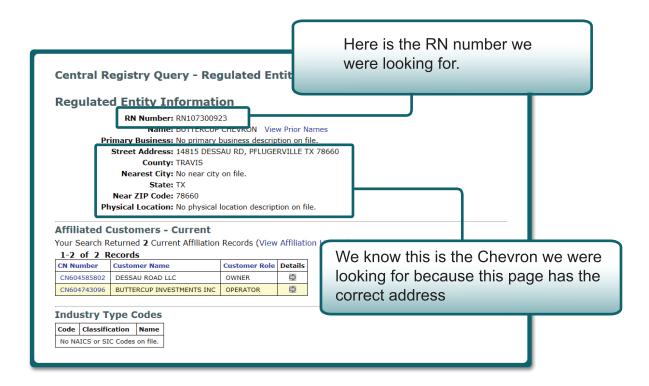


2. Put in the name and address of the business or company for which you are searching (include as much of these two pieces of information as possible), and hit search. We used the Chevron on 14815 Dessau RD, Pflugerville, TX, 78660 as an example. The page should now be filled in like so:



HOW TO SEARCH FOR AN RN

3. After hitting "Search," the system should find information on the business for which you searched. We got these results for the Chevron search:



- 4. Copy and paste the **RN number** for your business from the top of the Central Registry Query page back onto page 2 (or page 1, depending on the order of the request) of the original records request. Remember, the original records request page is in a separate tab from the one in which we have just been working.
- 5. Continue on with the records request.