Search for a MVD Record

To search for a MVD record, complete the following steps:

1. Click the **Check Processing** tab.

2. Select **Manage Verification** and click **Search MVD Record**. The *Step 1 of 4: Search MVD Record* page appears.

3. Enter the MVD search criteria and click **Search**.

   - Enter the **OTC Endpoint**, *required*
   - Check **Include Subordinates**
   - Enter the **IRN** (Individual Record Number)
   - Enter the **User Defined Field** information
   - Select the **Search Type**
   - Enter the **Bank Routing Number**
   - Enter the individual's **Account** number
   - Select the **Trade Status**
   - Enter the **From** and **To** MVD Date

Application Tip

The **From** and **To** MVD Date is the date that the returned record was created in the MVD.

4. Click **Search** to initiate the search. The records appear in the table below.

5. Click the **IRN** link of the check whose details you would like to view. The *Step 2 of 4: Review the MVD Record* page appears.

6. Review the verification record details. Click **Edit**, if you need to edit the MVD record.

Application Tip

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **CIRA Detail** to display CIRA details (Visible only if is a CIRA record exists.)
- Click **Edit** to update the MVD record.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.