Search for an MVD Record

To search a Master Verification Database (MVD) Record, complete the following steps:

1. From the Check Processing tab, select Manage Verification>Search MVD Record. The Step 1 of 4: Search MVD Records page appears as shown in Figure 1.

   **Figure 1: Search MVD Records**

2. 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
3. Click **Search** to initiate the search. The records appear in a table.

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

5. Review the verification record details. Click **Edit** to modify the MVD record.

### Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **CIRA Detail** to display Check Image and Research Archive (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.