

Part 2 is the section of Form ADV that contains information about Investment Adviser firms and the types of business they conduct. All SEC-registered investment advisers and some state-registered investment advisers are required to provide a brochure to existing and prospective clients. In this reference guide the term 'Jurisdictions' refers to both SEC and State users.

Access IARD at <https://crd.finra.org/iad>.

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**Questions on IARD?** Call Regulatory User Support at **240-386-4242**  
9 A.M. - 5 P.M., ET, Monday through Friday

## Review Brochure Submissions via the Registration Queues

Jurisdictions can view a firm’s brochure submission and/or update a firm’s brochure status through the following Registration Queues:

The **Initial/Pre-Effective Amendments Queue** displays a list of all filings for firms that are either requesting initial registration or that currently have a pre-effective registration status in the jurisdiction. The pre-effective registration status of firms in this queue are No Status or Pending. Items remain in this queue for up to 120 days.

A firm’s brochure status will automatically change to Accepted when the jurisdiction approves the firm’s registration.

The **Post-Effective Amendments Queue** displays a list of filings for firms that have an effective registration status in your jurisdiction and have filed an amendment, including brochure submissions. Items remain in this queue for up to 30 days.

Organization
<b>View Organization</b>
Org Search
Brochure Search
<b>Non-Filing Information</b>
Org Search
<b>Registration Queues</b>
<span style="border: 1px solid red; padding: 2px;">Initial/Pre-Effective Amendments (ADV)</span>
Investment Adviser Withdrawal (ADV-W)
Branch Queue
Non Filing Branch
Branch Deficiencies
Mass Transfer Queue
<span style="border: 1px solid red; padding: 2px;">Post-Effective Amendments</span>
Regulatory Disclosures
Queue Totals
<b>Notice Filing Queues</b>
Notice Filings
Amendments
SEC Ineligible
State Withdrawals
Regulatory Disclosure
State ERA
Form ADV-E
Queue Totals

The Search Results screen for the following Notice Filing Queues contain a Part 2 column indicating that a brochure on that specified filing has been modified:

- Notice Filings
- Amendments
- SEC Ineligible

## Review Brochure Submissions via the Registration Queues (Continued)

An example of reviewing a brochure through an Initial/Pre-Effective Amendments Registration Queue is shown, however, the following steps are also used to review a brochure using the Post-Effective Amendments Queues. Both queues can be sorted by filings that contain Part 2 brochure submissions.

**Initial/Pre-Effective Amendments (ADV) Registration Queue**

Hide Search Criteria

Include Registrations:  All  With a Status of: No Status

Include Filings:  All  Only **ADV Part 2**

Include Assignments:  All  Assigned To:   Unassigned

**Display Queue**

The queue search results display. The **Part 2** column indicates if a brochure is attached to the filing.

**Initial/Pre-Effective Amendments (ADV) Registration Queue**

Hide Search Criteria

Include Registrations:  All  With a Status of: No Status

Include Filings:  All  Only **ADV Part 2**

Include Assignments:  All  Assigned To:   Unassigned

**Display Queue**

Save Assignments Remove Send to Save

Records per Page: 25 Total Records: 3

Select	Assign	Notice Date	Filing Date	CRD#	SEC#	Organization Name	Filing Type	Registration Status	Part 2
<input type="checkbox"/>	<input type="text"/> Assign								
<input type="checkbox"/>	<input type="text"/>	10/03/2013	10/03/2013	11111		TRAINING FIRM	State Initial	No Status	Y

## Review Brochure Submissions via the Registration Queues (Continued)

To review the brochure submission, access the Notice Detail page for the selected Form ADV filing by clicking the corresponding work button.

<input type="button" value="Save Assignments"/> <input type="button" value="Remove"/> <input type="button" value="Send to Save"/>									
Records per Page: 25 Total Records: 3									
Select	Assign	Notice Date	Filing Date	CRD#	SEC#	Organization Name	Filing Type	Registration Status	Part 2
<input type="checkbox"/>	<input type="button" value="Assign"/>	10/03/2013	10/03/2013	11111		TRAINING FIRM	State Initial	No Status	Y

Scroll down to the ADV Part 2 Brochure section of the Notice Detail. Click the work button to display the ADV Part 2 Brochure Detail.

? Printer Friendly

### Initial/Pre-Effective Amendment Notice Detail

Organization CRD#: <a href="#">11111</a>		Primary Business Name: TRAINING FIRM																								
Organization SEC#:		Full Legal Name: TRAINING FIRM																								
No BD Record		Electronic Filer																								
Notice Date	10/03/2013																									
Assigned To																										
Form of Organization	Limited Liability Company																									
Address	123 MAIN ST CITY, STATE UNITED STATES ZIP CODE																									
Contact	JOHN DOE																									
Contact Phone	(555) 555-5555																									
Contact Address	123 MAIN ST CITY, STATE UNITED STATES ZIP CODE																									
Filing ID	<a href="#">756903</a>																									
Filing Date	10/03/2013																									
SEC Statutory Review Period	12 days																									
Elapsed Time																										
Basis for SEC Registration																										
Has Disciplinary?	N																									
New Disciplinary on This Filing?	N																									
Sections Updated	<input type="checkbox"/> <a href="#">Identifying Information</a> <input type="checkbox"/> <a href="#">Form of Organization</a> <input type="checkbox"/> <a href="#">Information About Your Advisory Business</a> <input type="checkbox"/> <a href="#">Other Business Activities</a> <input type="checkbox"/> <a href="#">Financial Industry Affiliations</a> <input type="checkbox"/> <a href="#">Participation or Interest in Client Transactions</a> <input type="checkbox"/> <a href="#">Custody</a> <input type="checkbox"/> <a href="#">Control Persons</a> <input type="checkbox"/> <a href="#">Disciplinary Information</a> <input type="checkbox"/> <a href="#">Schedule A</a> <input type="checkbox"/> <a href="#">State Registration</a> <input type="checkbox"/> <a href="#">ADV Part 2</a> <input type="checkbox"/> <a href="#">Part 1B Disclosure Questions</a> <input type="checkbox"/> <a href="#">Part 1B Business Information</a>																									
Date Received	09/17/2013																									
ADV Part 2 Brochures	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Brochure ID</th> <th>Brochure Name</th> <th>Brochure Type (s)</th> <th>Brochure Filing Status</th> <th>Brochure Jurisdiction Status</th> <th>Last Updated Date</th> <th>Last Version Number</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="&gt;"/></td> <td>104913</td> <td>TRAINING ADV2 B</td> <td>The document is a Brochure Supplement for one or more supervised persons (state-registered advisers only)</td> <td>New</td> <td>No Status</td> <td>10/03/2013</td> <td><a href="#">1</a></td> </tr> <tr> <td><input type="button" value="&gt;"/></td> <td>104914</td> <td>TRAINING ADV2 A</td> <td>Individuals, High net worth individuals</td> <td>New</td> <td>No Status</td> <td>10/03/2013</td> <td><a href="#">1</a></td> </tr> </tbody> </table>			Brochure ID	Brochure Name	Brochure Type (s)	Brochure Filing Status	Brochure Jurisdiction Status	Last Updated Date	Last Version Number	<input type="button" value="&gt;"/>	104913	TRAINING ADV2 B	The document is a Brochure Supplement for one or more supervised persons (state-registered advisers only)	New	No Status	10/03/2013	<a href="#">1</a>	<input type="button" value="&gt;"/>	104914	TRAINING ADV2 A	Individuals, High net worth individuals	New	No Status	10/03/2013	<a href="#">1</a>
Brochure ID	Brochure Name	Brochure Type (s)	Brochure Filing Status	Brochure Jurisdiction Status	Last Updated Date	Last Version Number																				
<input type="button" value="&gt;"/>	104913	TRAINING ADV2 B	The document is a Brochure Supplement for one or more supervised persons (state-registered advisers only)	New	No Status	10/03/2013	<a href="#">1</a>																			
<input type="button" value="&gt;"/>	104914	TRAINING ADV2 A	Individuals, High net worth individuals	New	No Status	10/03/2013	<a href="#">1</a>																			
State Notice Status	-																									
State Registration Status	10/03/2013 - No Status																									
SEC Registration Status	-																									
Regulator Comments	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>																									

## Review Brochure Submissions via the Registration Queues (Continued)

Upon review of the brochure, the Brochure Status can be updated from the ADV Part 2 Brochure Detail screen. Jurisdictions can only assign a status to brochures submitted by investment adviser firms that are currently registered or have applied for registration in their jurisdiction.

To review the brochure submission, click on the Version hyperlink.

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**ADV Part 2 Brochure Detail**

<b>Organization CRD#:</b> <a href="#">0000</a>	<b>Primary Business Name:</b> INVESTMENT ADVISER, LLC.
<b>Organization SEC#:</b>	<b>Full Legal Name:</b> INVESTMENT ADVISER, LLC.
<b>No BD Record</b>	<b>Electronic Filer</b>

<b>Brochure ID:</b>	12345
<b>Brochure Name:</b>	INVESTMENT ADVISER BROCHURE
<b>Brochure Type(s):</b>	Individuals, High net worth individuals
<b>Current Brochure Filing Status:</b>	New

Version	Status Effective Date	Brochure Jurisdiction Status
<a href="#">1</a>	11/11/2011	No Status

## Update Brochure Status

Jurisdiction settings in IARD determine whether brochure submissions are manually accepted or electronically delivered to your state.

If the jurisdiction setting in IARD is for electronic delivery of brochure submissions, all brochures submitted to the jurisdiction will receive a Brochure Status of Delivered. No action is required to update the Brochure Status upon review of the brochure.

If the jurisdiction setting in IARD is for manual acceptance of brochure submissions, all brochures submitted to the jurisdiction will receive a Brochure Status of Pending or No Status. Action is required to update the Brochure Status to Accepted or Deficient upon review of the brochure.

Please note, the Maintain Brochure Status entitlement privilege is required in order to update the Brochure Jurisdiction Status. Contact your firm's Super Account Administrator or Account Administrator regarding entitlement to this functionality.

### Update a Brochure Status (Continued)

From the ADV Part 2 Brochure Detail screen, select the Brochure Status button.

The Brochure Status button links to the Non-Filing Information area of IARD. The Update Part 2 - Brochure Status screen will open in a separate window.

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### ADV Part 2 Brochure Detail

<b>Organization CRD#:</b> <a href="#">0000</a>	<b>Primary Business Name:</b> INVESTMENT ADVISER, LLC.
<b>Organization SEC#:</b>	<b>Full Legal Name:</b> INVESTMENT ADVISER, LLC.
<b>No BD Record</b>	<b>Electronic Filer</b>

<b>Brochure ID:</b>	12345
<b>Brochure Name:</b>	INVESTMENT ADVISER BROCHURE
<b>Brochure Type(s):</b>	Individuals, High net worth individuals
<b>Current Brochure Filing Status:</b>	New

Version	Status Effective Date	Brochure Jurisdiction Status
<a href="#">1</a>	11/11/2011	No Status

Brochure Status

Select the appropriate status from the drop down menu. The brochure status options are Accepted, Deficient, or Pending.

Enter the Status Effective Date and click the Save button.

? Printer Friendly

### Update Part 2 - Brochure Status

<b>Organization CRD#:</b> <a href="#">0000</a>	<b>Primary Business Name:</b> INVESTMENT ADVISER, LLC.
<b>Organization SEC#:</b>	<b>Full Legal Name:</b> INVESTMENT ADVISER, LLC.
<b>No BD Record</b>	<b>Electronic Filer</b>

<b>Brochure ID:</b>	12345
<b>Brochure Name:</b>	INVESTMENT ADVISER BROCHURE
<b>Brochure Type(s):</b>	Individuals, High net worth individuals
<b>Current Brochure Filing Status:</b>	New
<b>Version Number:</b>	1
<b>Brochure Jurisdiction Status:</b>	No Status

<b>Status *</b>	Accepted <span style="font-size: small;">▼</span>
<b>Status Effective Date *</b>	01/18/2012

Save
Reset



## Search Brochures for Content

The Brochure Search functionality provides the ability to search brochures submitted to your jurisdiction for content. The system searches for text contained within a brochure.

The **Brochure Name** and **Brochure Description** provided by firm at the time the brochure is submitted are not included in the search.

Organization
<b>View Organization</b>
Org Search
<span style="border: 2px solid red; padding: 2px;">Brochure Search</span>
<b>Non-Filing Information</b>
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<b>Notice Filing Queues</b>
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Amendments
SEC Ineligible
State Withdrawals
Regulatory Disclosure
State ERA
Form ADV-E
Queue Totals

The **Search** field is the only required field. Enter additional search criteria to refine your search results. Selecting the **Include most recent brochures only** option will display only the most recent version of each brochure in the search results.

  Printer Friendly

## Brochure Search

Search Keyword(s): \*  [Search Tips](#)



**Firm Name:**

Starts With  
 Contains

**CRD Number:**

**SEC Number:** 801-

**Firm Type:**  All  
 Notice filed firms only  
 Registered firms only

**Date Range:** From:   To:  

**Include most recent brochures only**

**Brochure Type(Select all that apply):**

<input type="checkbox"/> Individuals	<input type="checkbox"/> High net worth individuals
<input type="checkbox"/> Pension plans/profit sharing plans	<input type="checkbox"/> Pension consulting
<input type="checkbox"/> Foundations/charities	<input type="checkbox"/> Government/municipal
<input type="checkbox"/> Other institutional	<input type="checkbox"/> Private funds or pools
<input type="checkbox"/> Wrap program	<input type="checkbox"/> Includes material about supervised persons that would otherwise be in a supplement (state-registered advisers only)
<input type="checkbox"/> Selection of Other Advisers/Solicitors	<input type="checkbox"/> The document is a Brochure Supplement for one or more supervised persons (state-registered advisers only)
<input type="checkbox"/> Financial Planning Services	<input type="checkbox"/> Other

**Sort By:**  Rank  Ascending  Descending  
 CRD Number  
 SEC Number



Once results are received, regulatory users can view the latest brochure versions and perform text searches within the document by clicking on the **Brochure Version** hyperlink. The Brochure Jurisdiction Status cannot be changed from the Brochure Search functionality.

<b>Brochure Search Results</b>							
<b>Keyword Search string used:</b>				Adviser			
<a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">9</a> <a href="#">10</a> ... <a href="#">2865</a> >>		Records per Page: 25		Total Records: 71612			
Brochure ID	Brochure Name	Organization Name	Organization CRD#	Current 801-	Brochure Version	Brochure Filing Status	Rank
62391	FORM ADV PART 2A	INVESTMENT ADVISER A	00001		<a href="#">1</a>	Retired	100%
59893	ADV PART 2B	INVESTMENT ADVISER B	00002		<a href="#">3</a>	Amended	100%
66689	ADV PART 2A	INVESTMENT ADVISER C	00003		<a href="#">1</a>	New	100%

### IARD Reports that Contain Brochure Information

The following three reports contain Brochure information:

- IA Brochure - Roster - Jurisdiction
- IA Brochure - Statistics - Jurisdiction (\* Only provides statistical totals.)
- Jurisdiction Active Status Download
- Snapshot - Firm

See the IARD Reports quick reference guide for instructions on requesting and viewing or downloading reports.