



COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

SCC632/831
(04/16)

APPLICATION FOR REGISTRATION OR FOR
RENEWAL OF REGISTRATION OF CORPORATE NAME

Note: This form may only be used by a foreign corporation whose name is distinguishable on the records of the Commission.

Pursuant to the provisions of § 13.1-632 or § 13.1-831 of the Code of Virginia, the undersigned foreign corporation applies for **(mark appropriate box)**:

- registration** of its corporate name
- renewal** of registration of its corporate name

Name of foreign corporation: _____

If the corporation is a stock corporation and its name does not include a required corporate designation (e.g., "Inc."), set forth the corporation's name with a corporate designation added:

Address: _____

State or country of incorporation: _____

Date of incorporation: _____

Nature of corporation's business: _____

Signed in the name of the corporation by:

(signature) (printed name and corporate title)

Correspondent Information (if different from above):

Correspondent's name: _____

Correspondent's address: _____

Correspondent's telephone number (optional): (_____) _____ - _____

FOR SCC USE:

DCN: _____ Expires: _____ Registration #: _____

Review the Instructions before submitting this form.

INSTRUCTIONS TO FORM SCC632/831

The application must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of visible watermarks and background logos.

This form can be downloaded from our website at www.scc.virginia.gov/clk/formfee.aspx.

The corporation's name must be distinguishable upon the records of the Commission in order for it to register its name with the Commission. See § 13.1-632 of the Code of Virginia for a stock corporation and § 13.1-831 of the Code for a nonstock corporation. To check the availability of a corporate name, visit <https://sccefile.scc.virginia.gov/NameAvailability> or contact the Clerk's Office at (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

If the corporation is a stock corporation and its name does not contain the word "corporation," "incorporated," "company" or "limited"; or the abbreviation "corp.," "inc.," "co." or "ltd.," the corporation may only register a name that adds one of these words or abbreviations to its true name. See §§ 13.1-632 and 13.1-762 of the Code of Virginia for a stock corporation and §§ 13.1-831 and 13.1-924 of the Code for a nonstock corporation.

The application must include a brief description of the nature of the business in which the corporation is engaged.

The application must be signed in the name of the corporation by the chairman or any vice-chairman of the board of directors, the president, or any other of its officers authorized to act on behalf of the corporation.

IMPORTANT: This application must be **accompanied by a certificate** setting forth that the foreign corporation is in good standing, or a document of similar import, from the state or country of incorporation, executed by the official who has custody of the records pertaining to corporations.

The filing of this application requires payment of \$20.00 for the registration fee or renewal fee.

Submit the signed application **and the certificate** to the Clerk of the State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1st Floor, Richmond, Virginia 23219), along with a check in the amount of **\$20.00** payable to State Corporation Commission. **DO NOT SEND CASH.** If you have any questions, contact the Clerk's Office at (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

NOTES

A **registration** is effective for one year after the date on which the application is filed. A **renewal** is effective for one year after the date on which the registration would have expired.

A registration terminates when the foreign corporation obtains a certificate of authority to transact business in Virginia.

A corporation may **release** a registered name by filing a notice of release of a registered name with the Commission. The notice must be signed on behalf of the corporation by a person who is authorized to sign an application (see above) and must be accompanied by a check in the amount of **\$10.00** made payable to State Corporation Commission.