



Articles of Organization Virginia Limited Liability Company

▶ See instructions that follow

**Filing Fee:
\$100.00**

Pursuant to Chapter 12 of Title 13.1 of the Code of Virginia the undersigned states as follows:

Article I

The name of the limited liability company ("the company") is:

_____.
(The name must contain the words **limited company** or **limited liability company** or the abbreviation **L.C.**, **LC**, **L.L.C.** or **LLC**)

Article II

A. The name of the company's initial registered agent is

_____.

B. The initial registered agent is **(mark appropriate box)**:

- (1) an **INDIVIDUAL** who is a resident of Virginia **and**
 - a member or manager of the limited liability company.
 - a member or manager of a limited liability company that is a member or manager of the limited liability company.
 - an officer or director of a corporation that is a member or manager of the limited liability company.
 - a general partner of a general or limited partnership that is a member or manager of the limited liability company.
 - a trustee of a trust that is a member or manager of the limited liability company.
 - a member of the Virginia State Bar.

OR

- (2) a domestic or foreign stock or nonstock corporation, limited liability company or registered limited liability partnership authorized to transact business in Virginia.

Article III

A. The company's initial registered office address, including the street and number, if any, which is identical to the business office of the initial registered agent, is

_____, VA _____.
(number/street) (city or town) (zip)

B. The registered office is located in the county or city of _____.

Article IV

The company's principal office address, including the street and number, is

_____.
(number/street) (city or town) (state) (zip)

Signature(s) of Organizer(s):

Signature	Printed Name	Date	Telephone No. (optional)

Articles of Organization Instructions

Filing Requirements	
Include filing fee of \$100.00 .	
Paper Filing	Online Filing
Download from www.scc.virginia.gov/clk/dom_llc.aspx , complete, print, and mail to below address.	Visit https://sccfile.scc.virginia.gov/NewEntity to complete and file in real time or to submit a PDF.
Include a check payable to State Corporation Commission. DO NOT SEND CASH.	Pay online with a credit card.

Specific Instructions

Article I Name

The proposed name must be distinguishable from other entity names on record with the Commission. To check the availability of a name, visit our website, <https://sccfile.scc.virginia.gov/NameAvailability>, or contact the Clerk's Office.

Article II Registered Agent

The registered agent's sole duty is to receive legal documents and notices on behalf of the entity. The limited liability company may not serve as its own registered agent. The registered agent must be an individual or entity that meets one of the qualifications; check the applicable box.

Article III Registered Office Address

The registered office location must be identical to the registered agent's business office.

Only use a rural route and box number if:

- The registered office's location has no street address.

Only use a post office box if:

- There is no street address or rural route and box number.
- The town/city has a population of 2,000 or less.

Provide the name of the county or independent city where the registered office is located.

Article IV Principal Office Address

The principal office is the location of the company's principal executive offices. The company must keep a current list of its members and other internal company records at the principal office. Only use a rural route and box number if a principal office has no street address. A post office box is not allowed.

Signature(s) of Organizer(s)

One or more organizers must sign the articles. Include the signature and printed name of each person who signs.

If signing on behalf of an organizer that is a business entity, include the business entity's name, your printed name, and your role within the business entity.

Questions? Call (804) 371-9733 or 1-866-722-2551 (toll-free in Virginia)

Where To Submit Paper Documents

Mailing Address:

State Corporation Commission
Clerk's Office
PO Box 1197
Richmond, VA 23218-1197

Courier Delivery Address:

State Corporation Commission
Clerk's Office, First Floor
1300 E. Main St.
Richmond, VA 23219

Important Information

This form contains the minimum Virginia requirements for articles of organization. If the articles of organization needs to include additional provisions, **separately** prepare and submit typewritten articles of organization that cover the minimum requirements, using the following guidelines:

- size 8 1/2" x 11"
- one-sided
- no visible watermarks or background logos
- minimum 1" margin on all sides

Do not include Personally Identifiable Information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.