

Changes to Searching Business Entity Names in the CIS (September, 2016)

On September 24, 2016, the Clerk's Office changed how certain business entity names are displayed in the Clerk's Information System (CIS). These names are now displayed from left-to-right, as they appear in each entity's original or amended formation document. Previously, the names were listed in an "indexed" manner, such as might be found in a telephone directory: last name, first name, and the first word "The" moved to the end of the listing.

Examples of the changes include the following: a name previously listed as "Doe Construction Company, John" was adjusted to "John Doe Construction Company"; a name previously listed as "Doe Construction Company, The" was adjusted to "The Doe Construction Company."

Note that not all indexed names in the CIS were changed. The name record for a purged entity (an entity not eligible to have its existence reinstated) and a name used previously by an entity (identified in the CIS as an "old name") were not modified.

While the Clerk's Office has been placing entity names to record from left-to-right since 2010, the recent adjustments have changed the first characters of many business entity names, which are used to search names in the CIS. Accordingly, the Clerk's Office recommends that business entity name searches be performed at <https://sccfile.scc.virginia.gov/Find/Business>, where "Keyword," "Starts With," and "Contains" searches can be performed.

For more information or assistance in locating the records of a business entity, contact the Clerk's Office at (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.