

Application for Certificate of Registration to Transact Business in Virginia Instructions

Required Documentation	
Submit with this Commission-prescribed application a certified or otherwise authenticated copy of the LLC's articles of organization and all amendments filed in the jurisdiction of organization, authenticated within the past 12 months by the Secretary of State or other public official with custody of company records. Certification must indicate that each document is a "true and correct copy" of the official records, or words to that effect.	
Required Fees	Filing Fee: \$100.00
File Online Today	Paper Filing
Visit https://cis.scc.virginia.gov to file an application for Certificate of Registration to Transact Business in Virginia in real time. Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	Download from https://scc.virginia.gov/pages/Foreign-Limited-Liability-Companies complete, print, and mail or deliver to below address: State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197 Courier Delivery Address 1300 E. Main St, 1 st floor Richmond, VA 23219
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.

Specific Instructions

I Name and Organization Details

State the company's name exactly as it appears in its articles of organization. Adopt a designated name required for use in Virginia if:

- The limited liability company's name does not contain the abbreviation L.C., LC, L.L.C., or LLC, or the words Limited Company or Limited Liability Company
- The name of the company is unavailable in Virginia
To check name availability, visit <https://cis.scc.virginia.gov>, or contact the Clerk's Office.

Period of duration refers to the date on which the LLC's existence is set to expire. Indicate "perpetual," if applicable.

If the LLC was previously authorized or registered to transact business in Virginia, include on an attachment:

- The name of the entity
- The state or other jurisdiction of incorporation, organization, or formation
- The entity's type
- The identification number issued to the entity by the Commission

II Principal Office

The principal office is the location of the company's principal executive offices. Unless the information is available electronically, the company must keep a current list of its members and other internal company records at the principal office. A post office box, by itself, is not allowed.

III Registered Agent

The company must have a registered agent in Virginia. The registered agent's sole duty is to accept legal documents and notices on behalf of the company. 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.

IV Registered Office

The registered office location must be identical to the

Note

If the LLC's articles state that its sole and specific purpose is to render a "professional service" as defined in § 13.1-1102 of the Code of Virginia, include an attachment listing the name and address of each member, manager, employee, and agent of the LLC who will be providing the professional service in Virginia and whether they are licensed or legally qualified to perform the professional service in Virginia.

Important Information

Complete this form in English, type or print legibly in black, and use solid white paper with no visible watermarks or background logos.

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. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.

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 (i) there is no street address or rural route and box number, or (ii) 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 physically located.

Signature

One of the following officials with the right and power to manage the company's business affairs must sign the application:

- a manager
- a person delegated the right and power to manage the LLC's business and affairs
- a member, if there is no manager or other such person selected
- a person authorized to sign post-formation documents on behalf of the LLC

Do not use the title "owner."

Include the date, printed name, and position title next to the signature. If a manager or member of the LLC is signing on behalf of a business entity, then include the following: the business entity's name, the capacity in which the business entity is signing on behalf of the LLC, the individual's printed name, and the individual's business entity-related title.

Providing an entity phone number or email address allows for quicker communication if there is an issue with the filing.

Personal Identification Number (PIN)

Upon acceptance of this document for filing, an assigned PIN will be sent electronically to the business email address, if provided, or by regular mail to the registered office address for use by the company in future online transactions with the Clerk's Office.



Form
LLC1052
(Rev. 07/20)

State Corporation Commission

Application for Certificate of Registration to Transact Business in Virginia as a Foreign Limited Liability Company

I The foreign limited liability company's name: _____

The designated name (if required): _____

The state or other jurisdiction of organization: _____

The date of formation: _____ The period of duration: _____

(Mark box, if applicable.) The LLC was previously authorized or registered to transact business in Virginia as a foreign business entity. **Provide additional information. (See Instructions.)**

II The LLC's principal office address, including the street and number (if any), is

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

III The name of the LLC's registered agent in VIRGINIA: _____

The registered agent is: **(Mark appropriate box.)**

(1) an INDIVIDUAL who is a resident of Virginia **and**

- a member or manager of the LLC.
- a member or manager of a limited liability company that is a member or manager of the LLC.
- an officer or director of a corporation that is a member or manager of the LLC.
- a general partner of a general or limited partnership that is a member or manager of the LLC.
- a trustee of a trust that is a member or manager of the LLC.
- a member of the Virginia State Bar.

OR

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

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

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

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

Affirmation Statements

The Clerk of the Commission is irrevocably appointed as the agent of the limited liability company for service of process if (i) the LLC fails to maintain a registered agent in Virginia, (ii) the Virginia registered agent's authority is revoked, (iii) the Virginia registered agent resigns, or (iv) the Virginia registered agent cannot be found or served with the exercise of reasonable diligence.

The LLC affirms that it is a "foreign limited liability company" as defined in the Code of Virginia.

Signature

The official signing this document has been delegated the right and power to manage the company's business affairs and affirms the above statements are true.

Signature Date Tel. # (optional)

Printed Name Title Email Address (optional)

Business Tel. # (optional) Business Email Address (optional)

Required Fee: \$100.00