

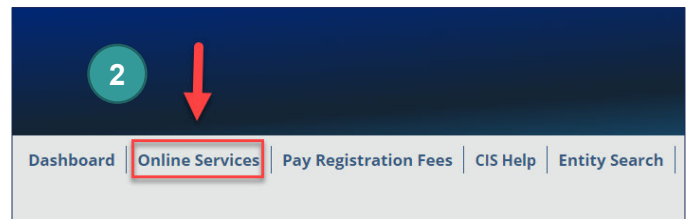
Request Certified Copies Online

Certified copies of business entity documents filed in the Clerk's Office are available online for \$6.00 per request. If all images are available, certified images are done in real time. If any images need to be retrieved by staff, your request will go in-house for fulfillment and be returned by email. To request certified copies online, visit the SCC Clerk's Information System (CIS) at <https://cis.scc.virginia.gov/> and use the instructions below.

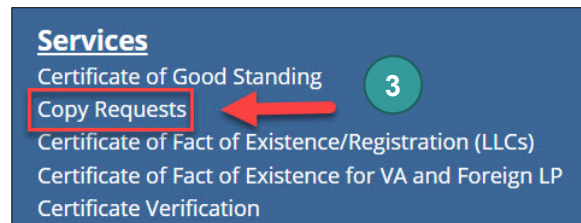
1 Log on to CIS at <https://cis.scc.virginia.gov/>.

Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

2 Click **Online Services** on the top left.



3 Under Services, click **Copy Requests**.

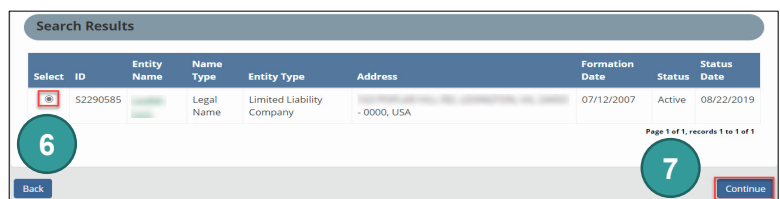


4 Locate your business in the system by either:
Searching for it using the **Entity Name** field
OR
Entering your **Entity ID**.



5 Click the **Search** button.

6 Click the **Select** button next to your business's name.



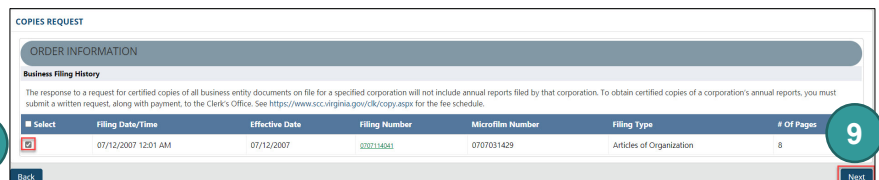
Note: DO NOT click the green entity name.

7 Click **Continue**.

8 Click **Next**.



9 Find and select the desired document(s), then click **Next**.



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10 Click **Add To Shopping Cart** on the bottom right.

11 Click **Checkout**.

12 Click **Go To Payment**.

13 Review the Confirmation information and click **I Agree** to continue with your payment.

NOTE: You will be taken to a site administered by LexisNexis to complete your payment.

14 Enter your **Billing Address** and **Payment Information**.

NOTE: All fields with an asterisk () are required.*

You must complete the **Captcha** field.

15 When all information is entered, click **Continue** on the bottom right.

16 Review your information to make sure that everything is correct. Then, check the **Acknowledgement** box and click **Pay Now**.

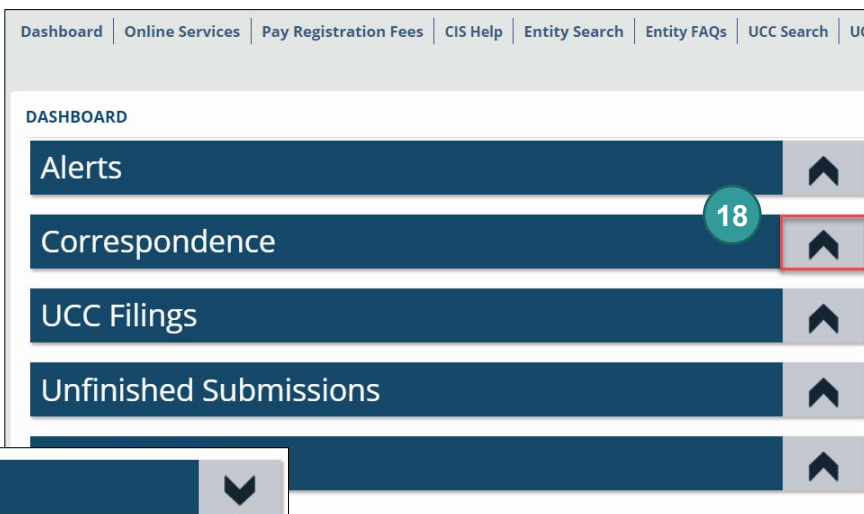
17 You will receive a receipt by email when your payment is successfully processed.

| Payment Date: | 12/31/2020 02:44 PM EST | Payment Status: | AUTHORIZED |
|--------------------------------|---|-----------------|------------|
| Confirmation Number: | 200029355 | | |
| Payment Method: | Credit Card (MASTERCARD) *****0248 | | |
| Bill To: | jane doe 1300 E Main St, Richmond, VA, 23227, US | | |
| Payment Towards: | VASCC-CLK CIS | Amount: | \$6.00 |
| Request ID: | a901-aa9-44c- | | |
| Agency Amount: | | | \$6.00 |
| LexisNexis Service Fee: | | | \$0.00 |
| Total Amount: | | | \$6.00 |

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18 After you get your receipt, go to your Dashboard and click the arrow beside Correspondence to retrieve the certified copies.

19 Click **Certificate** in the row with your entity name to obtain a PDF file of your certificate and certification page.



The screenshot shows a table titled "Correspondence" with a dropdown arrow on the right. The table has four columns: Entity Name, Filing Type, Description, and Submitted On. There are three rows of data. The second row has "Copies Request" as the Filing Type and "Certificate" as the Description, which is highlighted with a red box and a callout number 19. The third row has "Fictitious Name Certificate" as the Filing Type and "Acceptance Letter" as the Description. A "View All" link is at the bottom of the table.

| Entity Name | Filing Type | Description | Submitted On |
|---------------------|-----------------------------|-------------------|---------------------|
| [REDACTED] | Copies Request | Acceptance Letter | 12/22/2020 2:00 PM |
| [REDACTED] | Copies Request | Certificate | 12/22/2020 2:00 PM |
| Direct Success Inc. | Fictitious Name Certificate | Acceptance Letter | 12/22/2020 10:28 AM |

[View All](#)