SCCC STATE CORPORATION COMMISSION

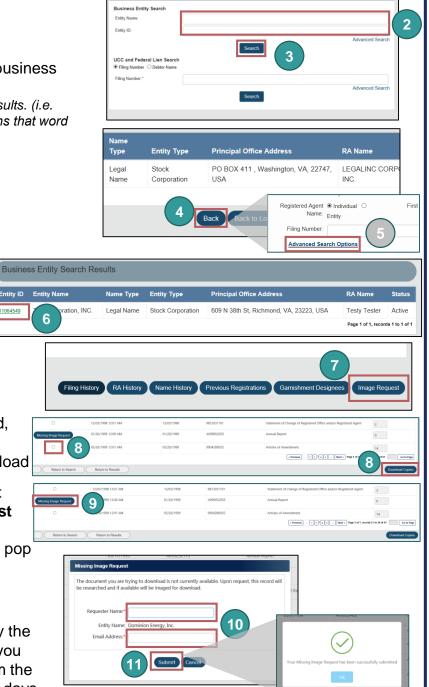
Download Images or Request Missing Images via the Clerk's Information System

Images of various business entity documents filed in the Clerk's Office are available for instant download online via the <u>Clerk's Information System (CIS)</u> free of charge. Images of business entity documents filed on and after January 1, 1997 are generally available for instant download, while filing images prior to this date must be requested through the missing image process. Please see the <u>conditions of use</u> for noncertified copies prior to downloading.

NOTE: A login is not required to download images from the CIS
Navigate to the CIS at cis.scc.virginia.gov

- 2 Enter the **Entity Name** or **Entity ID** of the business you wish to download a filing image for *Note: you may enter partial search criteria to see results. (i.e. you may search "Sun" and any business that contains that word will appear in the results."*
- 3 Click **Search** to see a list of results
- 4 To further refine your search results, click **back**.
 - Then Click Advanced Search Options
- 6 Once you locate the business, Click the Entity ID
- 7 Scroll to the bottom of the page and click Image Request. Click Open to view the downloaded document
- 8 If an image is available for instant download, select the checkbox and click **Download Copies.** The image will automatically download
- 9 For images that are not available for instant download, click the **Missing Image Request**
- Enter your name and email address in the pop up window.
- 11 click Submit.

Once your image request has been processed by the Clerk's Office you will receive an email notifying you that the image is now available for download from the CIS. Most requests are fulfilled within 3 business days.



Search

www.scc.virginia.gov/clk