

INSTRUCTIONS FOR CERTIFICATE OF ASSUMED OR FICTITIOUS NAME – ENTITY

Filing Requirements									
Required Fees	Filing Fee: \$10.00								
File Online Today	Paper Filing								
<p>Visit https://cis.scc.virginia.gov to file a certificate of assumed or fictitious name for business conducted by an entity in real time.</p> <p>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.</p>	<p>Download from https://scc.virginia.gov/pages/Forms-and-Fees complete, print, and mail or deliver to below address:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">State Corporation Commission</td> <td style="width: 50%;">Courier Delivery Address</td> </tr> <tr> <td>Clerk's Office</td> <td>1300 E. Main St, 1st floor</td> </tr> <tr> <td>P.O. Box 1197</td> <td>Richmond, VA 23219</td> </tr> <tr> <td>Richmond, VA 23218-1197</td> <td></td> </tr> </table>	State Corporation Commission	Courier Delivery Address	Clerk's Office	1300 E. Main St, 1 st floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
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Clerk's Office	1300 E. Main St, 1 st floor								
P.O. Box 1197	Richmond, VA 23219								
Richmond, VA 23218-1197									
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

- As of January 1, 2020, the Clerk's Office of the State Corporation Commission is the central filing office in Virginia for all certificates of assumed or fictitious name. A certificate of assumed or fictitious name must be prepared on a form prescribed by the commission
- No person may conduct or transact business in Virginia under an assumed or fictitious name unless the person files a certificate of assumed or fictitious name in the Office of the Clerk of the Commission
- A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviations "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as")
- No person may use an assumed or fictitious name in the conduct of the person's business to intentionally misrepresent the geographic origin or location of the person.

Signature Options

Use only one of the two signature options in the signature area.

Option A is to be used when the person signing on behalf of the entity filing the certificate is an individual who is a part of the entity's management

Option B is to be used when the person signing on behalf of the entity filing the certificate is another business entity that is part of the filing entity's management, and the person signing on behalf of the other entity is an individual who is part of that entity's management.

Example: ABC, LLC
 By: XYZ Corporation Manager
 By: [signature]
 John Doe President

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.



Certificate of Assumed or Fictitious Name
Business Conducted by an Entity

The undersigned, on behalf of the business, legal, or commercial entity named below (“the entity”), states that the entity intends to conduct or transact business in the Commonwealth of Virginia under an assumed or a fictitious name and further states:

1. The name of the entity who will be conducting business under the assumed or fictitious name is

_____.

2. The assumed or fictitious name under which the business will be conducted is

_____.

3. The Entity is (mark appropriate box)

- A corporation A limited liability company A business trust
 A limited partnership A general partnership
 Another type of legal or commercial entity (describe)

4. The name of the state, country, or jurisdiction under whose law the entity is formed is

_____.

5. If the entity named in paragraph 1 is

- A. Of record in the Office of the Clerk of the State Corporation Commission as a Virginia or foreign corporation, limited liability company, limited partnership, general partnership, or business trust, the **SCC ID number** issued to the entity by the Commission is

_____.

OR

- B. Not on file in the Office of the Clerk of the State Corporation Commission, the post office address of the entity’s **principal place of business**, which must include a street address, city or town, state, and zip code, is

(number/street)

(city or town)

(state)

(zip)

The Foregoing information is true and correct to the best of my knowledge and belief as of

(date)

A. (For an individual signing on behalf of the business, legal, or commercial entity)

(name of entity in paragraph 1)

By: _____
(signature)

(printed name of signer) _____ (title)

B. (For a business entity signing on behalf of the business, legal, or commercial entity)

(name of entity in paragraph 1)

By: _____ (name of business entity signing on behalf of the entity) _____ (title)

By: _____
(signature)

(printed name of signer) _____ (title)

Contact Information: _____
(email address)

(telephone number)

Required Fee: \$10.00