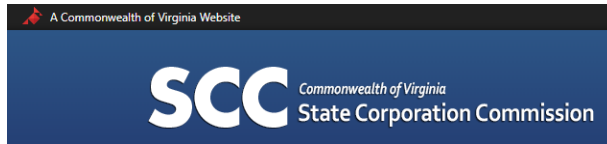


# CERTIFICATE OF ASSUMED OR FICTITIOUS NAME



For **Online Filing**, go to: <https://cis.scc.virginia.gov/>

The screenshot shows the main interface of the State Corporation Commission Clerk's Information System. It has a dark blue header with the title "State Corporation Commission Clerk's Information System". Below the header are three main columns: "File" (containing a sign-in form with fields for Username and Password, a "Sign In" button, and a "Register" button), "Search" (containing "Business Entity Search" and "UCC and Federal Lien Search" sections with input fields and "Search" buttons), and "Helpful Links" (listing categories like "Using CIS", "Business Services", and "Resources"). A "Terms and Conditions" section is located at the bottom of the page.

If you have an already-established CIS account, SIGN IN by:

- Enter Username
- Enter Password
- Click Sign In
- Click Online Services
- Click on Name Reservations/Registrations/Fictitious Name under Business Entities
- Select Fictitious Name and follow prompts

This is a close-up of the "SIGN IN" section of the "File" menu. It includes a "Forgot your password?" link, a "Username:" input field, a "Password:" input field, and a "Sign In" button.

If you do not have a CIS account, you must create one first to use the system:

- Click green Register button
- Follow prompts
- Once you have set up a CIS account, go back to original link to sign in <https://cis.scc.virginia.gov/> and continue [see instructions above]

This is a close-up of the "SIGN IN" section of the "File" menu, showing the "Register" button. It includes the "Forgot your password?" link, the "Username:" and "Password:" input fields, the "Sign In" button, and a yellow callout box at the bottom that reads: "All customers, regardless of existing accounts with SCC, must register for a new account in the CIS. If you already created a CIS account, please sign in."

For **Paper Filing**, go to: [www.scc.virginia.gov/clk/formfee.aspx](http://www.scc.virginia.gov/clk/formfee.aspx)

Select either Individual or Entity, complete, and mail or deliver the printed paper document along with the filing fee per the instructions therein. **NOTE:** *Paper submissions may take several weeks for the SCC to process.*

The screenshot shows the SCC website interface. At the top, there are navigation links for Home, Site Map, About SCC, Contact SCC, and Privacy Policy. The main header features the SCC logo and the text 'Commonwealth of Virginia State Corporation Commission'. Below this, a yellow banner announces a system maintenance period on Thursday, Feb. 20, from 6-10 p.m. A navigation menu on the left lists various services like Business Entities, UCC, and Court Services. The main content area is titled 'Forms and Fees' and includes sections for 'Business Entity Forms and Fees' (with links for Virginia and Foreign Entities), 'Commission-Prescribed Forms', and 'Fictitious Name Forms'. A large yellow arrow points from the 'Fictitious Name Forms' section towards the right. On the right side, there are sections for 'How-To Guides' and 'Helpful Videos'.

This form is titled 'Certificate of Assumed or Fictitious Name - Business Conducted by an Individual'. It includes a 'CLEAR' button in the top right corner. The form contains several numbered questions:
 

- The name of the individual who will be conducting business under the assumed or fictitious name is
- The assumed or fictitious name under which the business will be conducted is
- The post office address of the individual's office or residence, which must include a street address, city or town, state, and zip code, is

 There are input fields for each question. Below the address question, there are fields for '(number/street)', '(city or town)', '(state)', and '(zip)'. A statement at the bottom reads: 'The foregoing information is true and correct to the best of my knowledge and belief as of (state) (signature) (printed name)'. A 'Required Fee: \$10.00' is noted at the bottom left.

This form is titled 'Certificate of Assumed or Fictitious Name - Business Conducted by an Entity'. It includes a 'CLEAR' button in the top right corner. The form contains several numbered questions:
 

- The name of the entity that will be conducting business under the assumed or fictitious name is
- The assumed or fictitious name under which the business will be conducted is
- The entity is (mark appropriate box)
  - A corporation
  - A limited liability company
  - A limited partnership
  - A general partnership
  - Another type of legal or commercial entity (describe)
  - A business trust
- The name of the jurisdiction under whose laws the entity is formed is
- 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
  - 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

 There are input fields for each question. A statement at the bottom reads: 'The foregoing information is true and correct to the best of my knowledge and belief as of (state)'. A 'Required Fee: \$10.00' is noted at the bottom left.

This document provides detailed instructions for the 'Certificate of Assumed or Fictitious Name - Individual' form. It includes:
 

- Filing Requirements:** A table with columns for 'Required Fee', 'Paper Filing', and 'Online Filing'.
 

Required Fee: \$10.00	Paper Filing: Download from <a href="http://www.scc.virginia.gov/clk/formfee.aspx">www.scc.virginia.gov/clk/formfee.aspx</a> , complete, print, and mail or deliver to below address. Include a check payable to State Corporation Commission. <b>DO NOT SEND CASH.</b>	Online Filing: Visit <a href="http://www.scc.virginia.gov">www.scc.virginia.gov</a> to complete, prepare, and file in 24/7 time. Pay online with a credit card or eCheck.
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- 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.
  - 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.
  - 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 abbreviation "aka" ("trading as"), "d/b/a" ("doing business as"), or "aka" ("also known as").
- Questions?** Call (854) 374-0733 or 1-866-722-2551 (toll-free in Virginia).
- Where To Submit Paper Documents:**

<b>Mailing Address:</b> State Corporation Commission Clerk's Office PO Box 1107 Richmond, VA 23218-1107	<b>Courier Delivery Address:</b> State Corporation Commission Clerk's Office, Third Floor 1300 E. Main Street Richmond, VA 23219
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- 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](http://www.scc.virginia.gov/clk).

This form is titled 'Certificate of Assumed or Fictitious Name - Business Conducted by an Entity'. It includes a 'CLEAR' button in the top right corner. The form contains several numbered questions:
 

- The name of the entity that will be conducting business under the assumed or fictitious name is
- The assumed or fictitious name under which the business will be conducted is
- The entity is (mark appropriate box)
  - A corporation
  - A limited liability company
  - A limited partnership
  - A general partnership
  - Another type of legal or commercial entity (describe)
  - A business trust
- The name of the jurisdiction under whose laws the entity is formed is
- 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
  - 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

 There are input fields for each question. A statement at the bottom reads: 'The foregoing information is true and correct to the best of my knowledge and belief as of (state)'. Below this, there are signature lines for:
 

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

By: (signature) (printed name of signer) (title)
- B. (For a business entity signing on behalf of the business, legal, or commercial entity)
 

By: (signature) (printed name of signer) (title)

 A 'Required Fee: \$10.00' is noted at the bottom left. A note at the bottom right says 'See Instructions that follow'.