



Form  
**SCC632/831**  
 (Eff. 07/21)

## Application for Registration or For Renewal of Registration of Corporate Name

State Corporation Commission

**Note: This form may only be used by a foreign corporation whose name is distinguishable on the records of the Commission.**

Pursuant to the provisions of § 13.1-632 or § 13.1-831 of the Code of Virginia, the undersigned foreign corporation applies for **(mark appropriate box)**:

- registration** of its corporate name
- renewal** of registration of its corporate name

Name of foreign corporation: \_\_\_\_\_

If the corporation is a stock corporation and its name does not include a required corporate designation (e.g., "Inc."), set forth the corporation's name with a corporate designation added:

\_\_\_\_\_

Address: \_\_\_\_\_

State or country of incorporation: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_

Nature of corporation's business: \_\_\_\_\_

\_\_\_\_\_

Signed in the name of the corporation by:

\_\_\_\_\_

(signature)

(printed name)

(corporate title)

### Correspondent Information (if different from above):

Correspondent's name: \_\_\_\_\_

Correspondent's address: \_\_\_\_\_

\_\_\_\_\_

Correspondent's telephone number (optional): ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Correspondent's email address: \_\_\_\_\_ @ \_\_\_\_\_

**Business Tel. # (optional)**

**Business Email Address (optional)**

\_\_\_\_\_

**Required Fee: \$25**

**Review the Instructions before submitting this form.**

**INSTRUCTIONS TO FORM SCC632/831 – APPLICATION FOR REGISTRATION OR RENEWAL OF REGISTRATION OF CORPORATE NAME**

<b>Filing Requirements: Include a Certificate of Good Standing or similar instrument</b> (see important note below)									
<b>Required Fees</b>	<b>Filing Fee: \$25 For registration or renewal of registration</b>								
<b>File Online Today</b>	<b>Paper Filing</b>								
Visit <a href="https://cis.scc.virginia.gov">https://cis.scc.virginia.gov</a> to file the Application for Registration or Renewal of Registration of Corporate Name in real time.  <b>Questions?</b>  Visit the CIS help page at <a href="https://scc.virginia.gov/pages/CIS-Help">https://scc.virginia.gov/pages/CIS-Help</a> for how-to guides, answers to frequently asked questions, and helpful videos.	Download from <a href="https://www.scc.virginia.gov/pages/Foreign-Corporations">https://www.scc.virginia.gov/pages/Foreign-Corporations</a> complete, print, and mail or deliver to:  <table border="0"> <tr> <td><b>State Corporation Commission</b></td> <td><b>Courier Delivery Address</b></td> </tr> <tr> <td>Clerk's Office</td> <td>1300 E. Main St, 1<sup>st</sup> 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>	<b>State Corporation Commission</b>	<b>Courier Delivery Address</b>	Clerk's Office	1300 E. Main St, 1 <sup>st</sup> floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
<b>State Corporation Commission</b>	<b>Courier Delivery Address</b>								
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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. <b>DO NOT SEND CASH.</b>								

The application must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of visible watermarks and background logos.

The corporation's name must be distinguishable upon the records of the Commission in order for it to register its name with the Commission. See § 13.1-632 of the Code of Virginia for a stock corporation and § 13.1-831 of the Code for a nonstock corporation. To check the availability of a corporate name, visit <https://cis.scc.virginia.gov> or contact the Clerk's Office at (804) 371-9733 or toll-free, 1-866-722-2551.

If the corporation is a stock corporation and its name does not contain the word "corporation," "incorporated," "company" or "limited"; or the abbreviation "corp.," "inc.," "co." or "Ltd.," the corporation may only register a name that adds one of these words or abbreviations to its true name. See §§ 13.1-632 and 13.1-762 of the Code of Virginia for a stock corporation and §§ 13.1-831 and 13.1-924 of the Code for a nonstock corporation.

The application must include a brief description of the nature of the business in which the corporation is engaged.

The application must be signed in the name of the corporation by the chairman or any vice-chairman of the board of directors, the president, or any other of its officers authorized to act on behalf of the corporation.

**IMPORTANT:** This application, for registration or renewal of registration, must be **accompanied by a certificate** setting forth that the foreign corporation is **in good standing**, or a document of similar import, from the state or country of incorporation, executed by the official who has custody of the records pertaining to corporations.

A **registration** is effective for one year after the date on which the application is filed. A **renewal** is effective for one year after the date on which the registration would have expired.

A registration terminates when the foreign corporation obtains a certificate of authority to transact business in Virginia.

A corporation may **release** a registered name by filing a notice of release of a registered name with the Commission. The notice must be signed on behalf of the corporation by a person who is authorized to sign an application (see above) and must be accompanied by a check in the amount of \$10.00 made payable to State Corporation Commission.

**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).