A Foreign Limited Liability Company (i.e. organized or existing under the laws of a state or jurisdiction other than Virginia) may not transact business in Virginia until it obtains a certificate of registration from the State Corporation Commission. This how-to guide will walk you through registering a Foreign LLC in the new Clerk’s Information System (CIS) https://cis.scc.virginia.gov/.

**NOTE:** Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green Register button on the CIS homepage.

1. Log on to CIS at [cis.scc.virginia.gov](http://cis.scc.virginia.gov)
2. Click Online Services on the top left
3. Under Business Entities, click New Businesses
4. Select the Foreign Entity button. Select Limited Liability Company from the dropdown. The system will automatically take you to the next step once the selection is made.
5. If you have reserved a name, click the radio button next to Yes to update the page. Otherwise, jump to step 9.
   *Note: reserving a name is not required*
6. Enter the Reservation ID and Reservation PIN
   *Note: The ID and PIN can be found in the “Application for Reservation of Name Acceptance” letter located in the Correspondence dropdown on your dashboard*
7. Click Search
8. Review the Entity Name that appears. If correct, click Update Name and then click Next on the bottom right. Jump to Step 12.
Register a Foreign LLC

9. If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to No

10. Enter an Entity Name and click Check Availability

11. Once the system indicates the name is available and acceptable, click Next

12. Enter the Entity Email Address and Contact Number

13. Choose an Industry Code from the Business Type drop-down
   
   *Note: Most select “0 - General”*

14. Under Duration, select if the entity is intended to exist forever (perpetual) or enter the date it will end
   
   *Note: Most select “Perpetual”*

15. Select the Jurisdiction Country and State where your business was originally formed

16. Enter the Date that your business was formed

17. Indicate the Name category that you will be using to register your business in Virginia
   
   - **Select option A** if no changes to your business name are required
   - **Select option B** if the only change to your business name will be the inclusion of an identifier (i.e. “LLC”)
   - **Select option C** if you will be using a different name to register your business in Virginia
     
     *Note: This option is most commonly used when your business name is not available*

     Enter the True Name of your business as it appears on official documents in the state in which you formed the LLC

18. Click Next
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19 If the Registered Agent (RA) will be an Individual, check the Individual button. You can search for an existing RA or create a new individual RA.

To search for an existing RA:

1A Enter their Last Name and click Search
1B Under Search Results, click the radio button next to the desired RA’s name
1C Select the RA Capacity from the drop-down menu
1D Review and confirm all fields marked with an asterisk (*) are filled in
1E Click Next

To create a new Individual RA:

2A Click Create Individual RA
2B In the pop up window, complete fields marked with an asterisk (*)
2C Click Done
2D Review the Registered Agent Information and the Registered Agent Office Address
2E Click Next

19 If the Registered Agent (RA) will be an entity, check the Entity button.

1A Enter the Entity Name or the Entity ID and click Search. Continue with step 1B above

20 Enter the Principal Office Address information. Complete all fields marked with an asterisk (*)
21 Click Next
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22 Enter the **Entity Name** or **Entity ID** to check if the entity was previously registered in Virginia.

23 Click **Search**. If no results appear, jump to step 25

24 If an entity appears in the search results, select the button and click **Add Entity**. **DO NOT** select the green Entity name.

25 Click **Next**

26 Click **Attach** to upload your documents

**Required Documents:**
- A certified or otherwise authenticated copy of the **LLC’s articles of organization**
- **All amendments** filed in the jurisdiction of organization

27 **OPTIONAL:** To use an uploaded document as the filing image, instead of the information entered on the form, check the button

28 Click **Next**

29 Indicate if you are signing as an **Individual** or **On behalf of Business Entity** by checking the appropriate radio button

30 Complete all fields with an asterisk (*) in the **Signature Information** section

31 Click **Add**

32 Click **OK** in the pop up box

33 The signature information will populate. Click **Next**
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34 Review each section of the **Application for a Certificate of Registration** and make any edits, as necessary

35 Click **Go to Payment Details** on the bottom right

36 Select the **Processing Option** for your filing and click **Add to Shopping Cart**

37 Review items listed in Shopping Cart and click **Checkout**

38 Click **Go to Payment**

39 Read the statement in the pop up window and click **I Agree** to continue

40 Enter your **Billing Address** and **Payment Information**, completing All fields with an asterisk (*). You must complete the **Captcha** field.

41 Click **Continue**

42 Check the **Acknowledgement** radio button and click **Pay Now**

*Note: Do not close the browser window*

43 You will be directed to a confirmation screen