

Form a Foreign Limited Liability Company in the Clerk's Information System

A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company's business. This how-to guide will walk you through forming a Foreign Limited Liability Company online in the new Clerk's Information System (CIS)

<https://cis.scc.virginia.gov/>.

Use the [Foreign Business Registration Checklist](#) to complete this filing. This checklist shows all required documents you'll need.

1 Log on to CIS at <https://cis.scc.virginia.gov/>.
Note: Google Chrome, Internet Explorer, or Microsoft Edge are recommended.

2 Click **Online Services** on the top left.

3 Under Business Entities, click **New Foreign Businesses**.

4 Make sure the Foreign Entity button is selected. Select **Limited Liability Company** from the drop-down and click **Continue**.

5 Review the business entity name information.

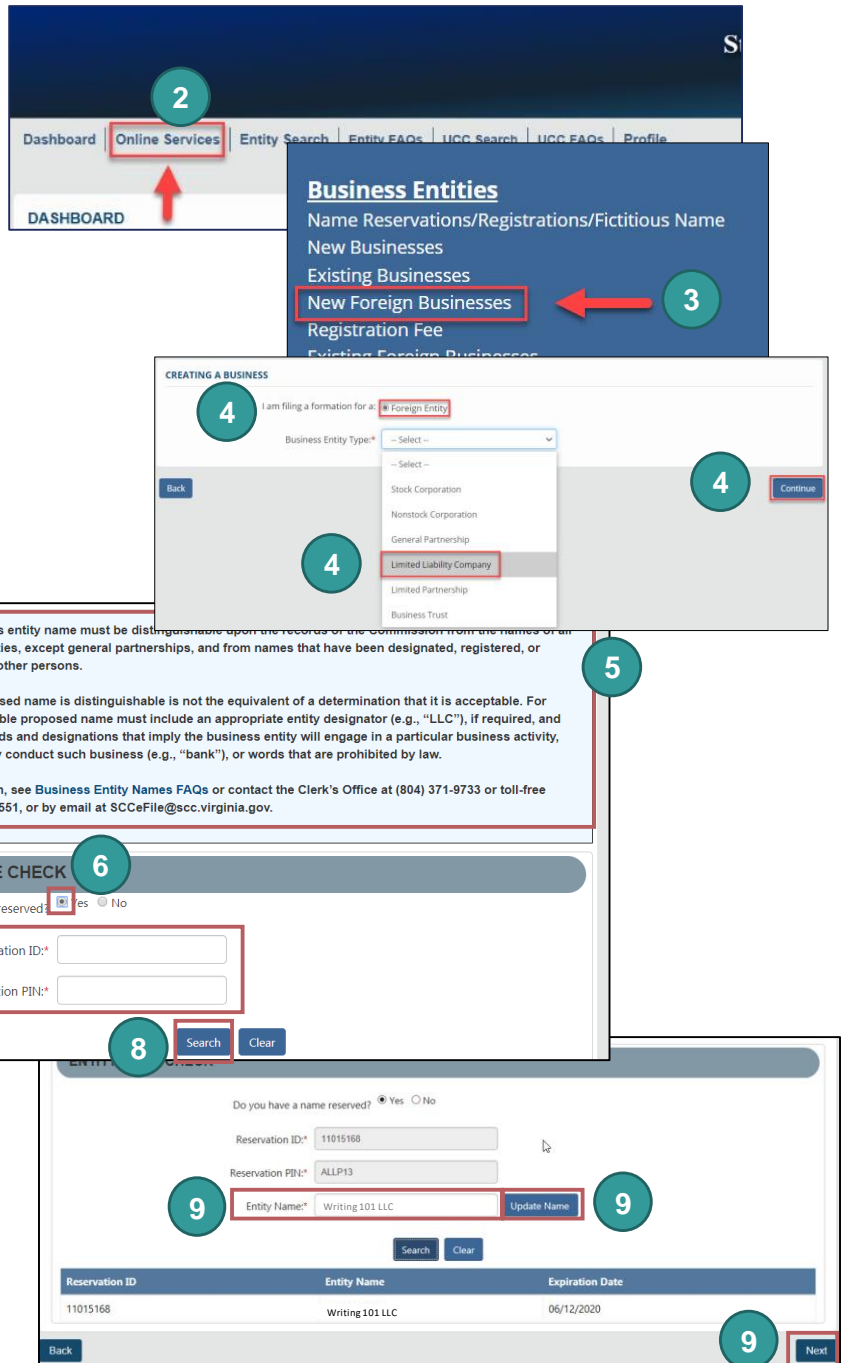
6 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10.
Note: Reserving a name is not required.

7 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.*

8 Click **Search**.

9 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.



Form a Foreign Limited Liability Company

- 10 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**.
- 11 Enter an **Entity Name** and click **Check Availability**.
- 12 Once the system indicates the name is available and acceptable, click **Next**.

- 13 Enter the **Entity Email Address** and/or **Contact Number**.

- 14 Choose an **Industry Code** from the **Business Type** drop-down.

Note: Most select "0 - General".

- 15 Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end.

Note: Most select "Perpetual".

- 16 Complete all fields marked with an asterisk (*) in the **Jurisdiction of Formation and Date of Formation** section.

- 17 Complete the **Name** section and click **Next**.

- 18 Indicate if the Registered Agent (RA) will be an Individual or an Entity. They must be in Virginia and have a Virginia address. If the RA will be an Entity, check the **Entity** radio button.

SEARCH RESULTS

Select	Name	Entity ID	Principal Office Address	Status	Email
<input checked="" type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted] P.C.	111111111	[Redacted] USA	Active	

Page 1 of 261, records 1 to 5 of 1305

- A Enter the **Entity Name** or **Entity ID** and click **Search**.

- B Click the radio button to the left of the desired entity name.
Note: Clicking the green Entity ID will open entity information in a different tab.

- C Make sure all fields marked with an asterisk (*) are filled in.

- D Click **Next**.

Form a Foreign Limited Liability Company

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

Registered Agent Information

Registered Agent Search

Type: Individual Entity

First Name:

Middle Name:

Last Name:*

Suffix: -- Select --

1A Search -OR- Create Individual RA 2A

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**.

SEARCH

Select	Address	Email
<input checked="" type="radio"/>	J S 3 Crossroads, VIRGINIA CITY, VA, 23968, USA	@yahoo.com

Page 1 of 1, records 1 to 1 of 1

Update Registered Agent Information

RA Capacity:*

Type: Individual

1D

First Name:* J Middle Name:

Last Name:* S Suffix:

Registered Agent Office Address

Address Line 1:* 3 Crossroads Address Line 2:

Country:* United States Zip Code:* 23968

City/Town:* S State:* Virginia

Locality:* VIRGINIA CITY Email Address: @yahoo.com

1E Next

To create a new Individual RA:

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

Create Registered Agent

2B

RA Capacity:* -- Select --

First Name:*

Middle Name:

Last Name:*

Suffix: -- Select --

Registered Agent Office Address

Address Line 1:*

Address Line 2:

Country:* United States Zip Code:*

City/Town:*

State:* Virginia

Locality:* -- Select -- Email Address:

2C Done Cancel

RA Capacity:* Initial Director of the Corporation

Type: Individual

First Name:* Robyn Middle Name:

Last Name:* Piper Suffix: -- Select --

Address

Address Line 1:* 3010 Furman Ln Apt 402 Address Line 2:

Country:* United States Zip Code:* 22306

City/Town:* Alexandria State:* Virginia

Locality:* FAIRFAX Email Address:

2E Next

- 20** Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*).

Principal Office Address

20

Attention:

Address Line 1:*

Address Line 2:

Country:* United States Zip Code:*

City/Town:*

State:*

21 Next

- 21** Click **Next**.

Form a Foreign Limited Liability Company

22 Check whether the entity was previously registered in Virginia by entering the **Entity Name** or **Entity ID**.

Click **Search**.

23 If no records were found, click **OK**.

24 If records were found, click the **Select** button next to your business's name. **DO NOT** click the green entity name.

25 Click **Add Entity**.

26 Click **Next**.

27 Upload certified articles of organization and all amendments. They must have been certified within the past 12 months. To upload documents, check the **uploaded document will act as the filing image** radio button.

Click **Attach** and select the file you want to upload.

28 Click **Next**.

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

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

Click **Add**.

30 Click **OK** in the pop-up box.

31 The signature information will populate. Click **Next**.

Form a Foreign Limited Liability Company

32 Review each section of the **Application for a Certificate of Registration** and make any edits, as necessary.

33 Click **Go To Payment Details** on the bottom right.

34 Click **Add To Shopping Cart**.

35 Click **Checkout**.

36 Click **Go To Payment**.

37 In the Confirmation pop up window, click **I Agree**.

Note: You will be taken to a site administered by LexisNexis to complete your payment.

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

39 Click **Continue**.

40 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

41 You will be directed to a confirmation screen.