Withdraw a Foreign Corporation in the Clerk’s Information System

A foreign stock or nonstock corporation authorized to transact business in Virginia can be voluntarily withdrawn online. To do so, you can file an Application for a Certificate of Withdrawal. This how-to guide will walk you through withdrawing a foreign stock or nonstock corporation online in the new Clerk’s Information System (CIS) https://cis.scc.virginia.gov/.


   Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

2. Click Online Services on the top left.


4. Make sure the Foreign Entity radio button is selected. Then, select Stock Corporation or Nonstock Corporation from the drop-down.

5. Select Application for Certificate of Withdrawal from the drop-down.

6. Click Continue.

7. Enter either the Entity Name or the Entity ID number and click Search.

8. Click the Select button next to your business’ name. DO NOT click the green entity name.

9. Click Continue.
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10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number** and click **Next**.

11 Complete all fields marked with an asterisk (*) in the **Mailing Address for Process** section and click **Next**.

12 **OPTIONAL**: Upload Application for Certificate of Withdrawal. Check the **The uploaded document will act as the filing image** radio button.

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

*Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk’s Office.*

13 Click **Next**.

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

15 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

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

17 Click **Next**.

18 Select the appropriate circumstance radio button(s) for either:

- **1A** Foreign Stock Corporation
- **1B** Foreign Nonstock Corporation

19 Click **Next**.
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20 Review each section of the Application for Certificate of Withdrawal, and make any edits, as needed.

21 Click Add To Shopping Cart.

22 Click Checkout.

23 Click Go To Payment.

24 In the Confirmation pop-up window, click I Agree.

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

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

26 Click Continue.

27 Check the Acknowledgement radio button and click Pay Now.

**Note:** Do not close the browser window.

28 You will be directed to a confirmation screen.