Every Virginia and foreign business entity authorized to transact business in Virginia must continuously maintain a Virginia-located registered agent and registered office. This how-to guide will walk you through changing a registered agent and/or registered office online in the new Clerk’s Information System (CIS) https://cis.scc.virginia.gov/.

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.


4. Select the Virginia Entity button. Select the appropriate Business Entity Type from the drop-down.

5. Select Statement of Change of Registered Office and/or Registered Agent from the drop-down and click Continue.

6. Locate your business in the system by either:
   A. Searching for it using the Entity Name field, OR
   B. Entering your Entity ID.

7. Click Search.

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

9. Click Continue.
Change a Registered Agent/Office – Virginia Business Entity

Once the Entity Information appears, click Next.

If applicable, check the Replace / Reappoint Registered Agent box.

Indicate if the Registered Agent (RA) will be an Individual or an Entity. If the RA will be an Entity, check the Entity radio button.

Enter the Entity Name or Entity ID and click Search.

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.

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

Click Next.

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.

To search for an existing RA:

Enter their Last Name and click Search.

Under Search Results, click the radio button next to the desired RA’s name.

Select the RA Capacity from the drop-down menu.

Review and confirm all fields marked with an asterisk (*) are filled in.

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**.

Update the **Registered Agent Office Address** as needed. Complete all fields marked with an asterisk (*). Click **Next**.

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

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

Review each section of the **Statement of Change of Registered Office and/or Registered Agent**, and make any edits, as necessary.

Click **Add To Shopping Cart** on the bottom right.

You will be directed to a confirmation screen.