Form a New Virginia Nonstock Corporation in the Clerk’s Information System

Nonstock corporations are usually organized for not-for-profit purposes, such as a tax-exempt, charitable organization or a property owners’ organization. They may have members but not owners. This how-to guide will walk you through forming a new Virginia Nonstock Corporation 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. Make sure the Virginia Entity button is selected. Select Nonstock Corporation from the drop-down.

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 drop-down 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 New Virginia Nonstock Corporation

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. Note: Click the icon for name requirements.

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

13 If needed, you can review information about forming a nonstock corporation.

14 Enter the Entity Email Address and/or Contact Number.

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

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

17 Complete the Member – Director Information section. Click Next.

18 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.

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.
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:

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.

As an optional step, enter the Principal Office Address information. Complete all fields marked with an asterisk (*).

21 Click Next.
If the RA serves as the Initial Director of the Corporation, check the **Director** radio button.

Enter the **Principal Information**. Complete all fields marked with an asterisk (*).

Check the **Same as Principal Office Address** radio button or complete all Principal Office Address fields marked with an asterisk (*).

Click **Add Principal**.

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

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

**OPTIONAL:** Upload Articles of Incorporation. 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.*

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 marked with an asterisk (*) in the **Signature Information** section.

Click **Add**.
31 Click **OK** in the pop-up box.
32 The signature information will populate. Click **Next**.
33 Review each section of the **Articles of Incorporation** and make any edits, as necessary.
34 Click **Add To Shopping Cart** on the bottom right.
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 marked 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.