

Change a Registered Agent/Office for a Virginia Business Entity in the Clerk's Information System

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.
- 3 Under Business Entities, click **Existing Businesses**.
- 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**.

EXISTING BUSINESSES

I am filing for a Virginia Entity Misc Entity

Business Entity Type* -- Select --

- Stock Corporation
- Nonstock Corporation
- General Partnership
- Limited Liability Company
- Limited Partnership
- Business Trust

Select a filing type* -- Select --

- Articles of Amendment
- Articles of Amendment - Name Change
- Articles of Dissolution
- Articles of Conversion
- Articles of Restatement
- Articles of Termination
- Garnishment Designation
- Reinstatement
- Statement of Change of Registered Office and/or Registered Agent**
- Statement of Resignation of Registered Agent

EXISTING BUSINESSES

ENTITY SEARCH

Entity Name: OR Entity ID:

Search Clear

Search Results

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	11027996	User Guides, Inc.	Legal Name	Stock Corporation	1300 E Main St, Richmond, VA, 23219, USA	03/02/2020	Active	03/02/2020

Page 1 of 1, records 1 to 1 of 1

Change a Registered Agent/Office – Virginia Business Entity

10 Once the Entity Information appears, click **Next**.

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

12 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**.

13 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**.

SEARCH RESULTS

Select	Name	Entity ID	Principal Office Address	Status	Email
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]				
<input type="radio"/>	P.C.				

Change a Registered Agent/Office – Virginia Business Entity

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**.

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

15 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**.

Change a Registered Agent/Office – Virginia Business Entity

- 16 Click **OK** in the pop-up box.
- 17 The signature information will populate. Click **Next**.
- 18 Review each section of the **Statement of Change of Registered Office and/or Registered Agent**, and make any edits, as necessary.
- 19 Click **Add To Shopping Cart** on the bottom right.
- 20 You will be directed to a confirmation screen.



Printed Name	Signature	Title	Action
Robyn Piper	Robyn Piper	N/A	

Back 17 Next

REVIEW OF STATEMENT OF CHANGE OF REGISTERED OFFICE AND/OR REGISTERED AGENT 18

Entity Information Edit

Entity Name: User Guides, Inc. Entity Type: Stock Corporation
Entity ID: 11027996 Formation Date: 03/02/2020
Status: Active
Entity Email Address: [redacted]@scc.virginia.gov

Registered Agent Information

RA Capacity: Director of the Corporation
Type: Individual

Name	Address
Robyn Piper	3010 Furman

Signature Information

The person signing this statement affirms that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or § 13.1-833 of the Code of Virginia, as the case may be.

Printed Name	Signature	Title
Robyn Piper	Robyn Piper	N/A

Back 19 Add To Shopping Cart

20 **Submission Successful**

Payment Confirmation Number: N/A

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Statement of Change of Registered Office and/or Registered Agent	User Guides, Inc.	03/02/2020 04:15 PM	\$0.00	Approved

Total Paid: \$0.00

A PDF copy of your evidence can be accessed from Correspondence on ICCC Firm/Business Entity Submissions section of your dashboard.