

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.

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

4 Make sure the Virginia Entity button is selected. Select **Nonstock Corporation** from the drop-down.

5 Review the business entity name information.

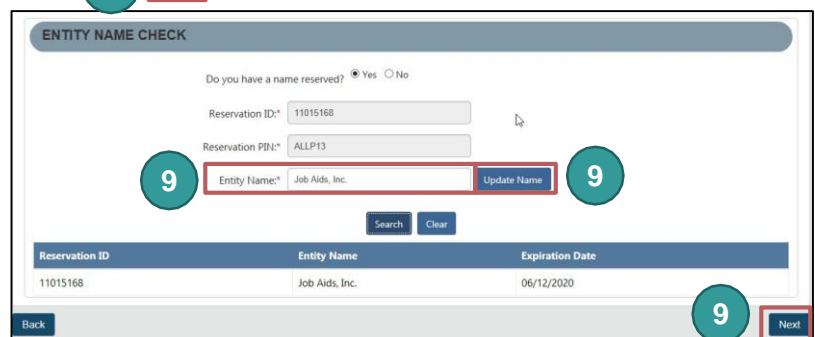
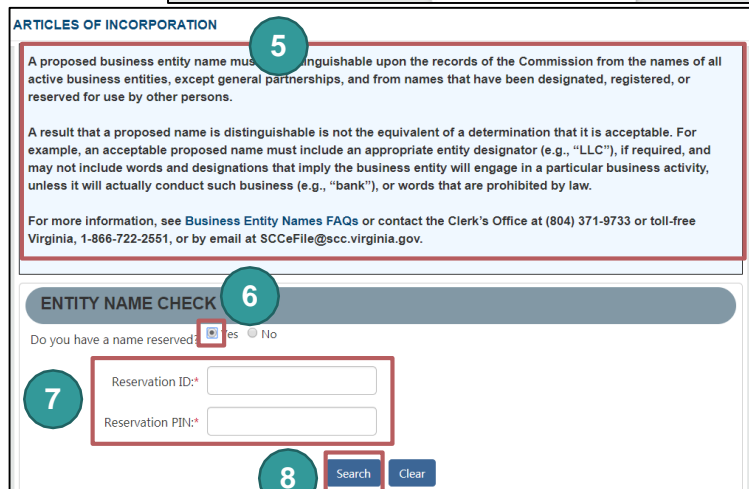
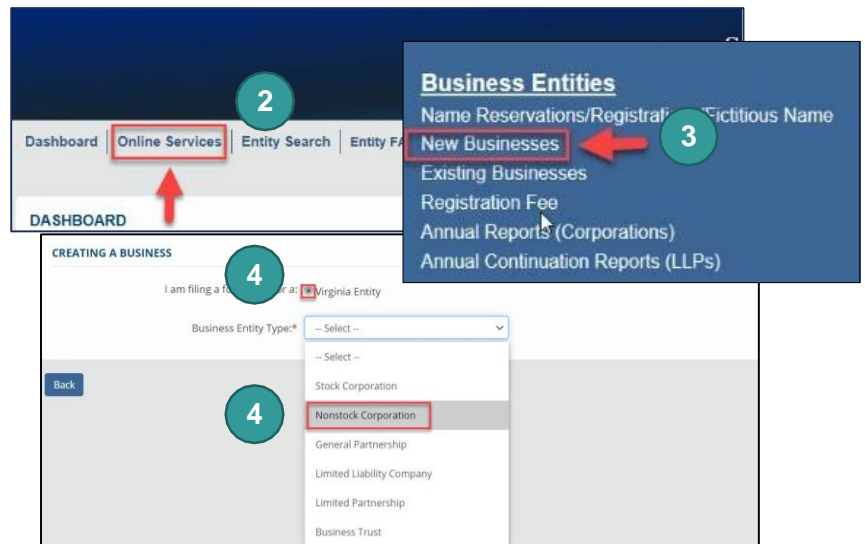
6 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10.
Note: Reserving a name is not required.

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.



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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 **i** 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**.

SEARCH RESULTS

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

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- 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 --

Search -OR- Create 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

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

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

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**.

Create Registered Agent

RA Capacity*: -- Select --

First Name*:

Last Name*:

Middle 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:

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:

Next

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

21 Click **Next**.

Principal Office Address

Attention:

Address Line 1*:

Address Line 2:

Country*: United States Zip Code*:

City/Town*:

State*: Virginia

Next

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- 22 If the RA serves as the Initial Director of the Corporation, check the **Director** radio button.
- 23 Enter the **Principal Information**. Complete all fields marked with an asterisk (*).
- 24 Check the **Same as Principal Office Address** radio button or complete all Principal Office Address fields marked with an asterisk (*).
- 25 Click **Add Principal**.
- 26 Click **OK** in the pop-up box.
- 27 The principal information will populate. Click **Next**.
- 28 **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.

- 29 Click **Next**.
 - 30 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.

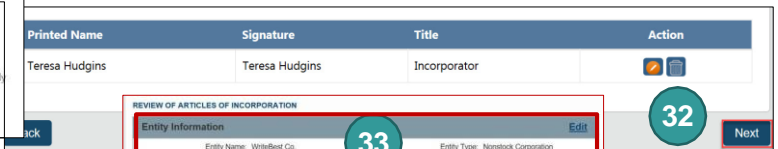
Click **Add**.

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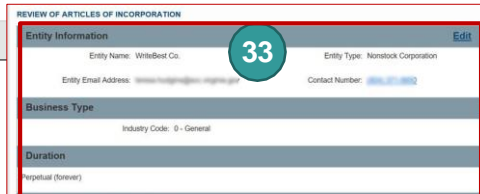
31 Click **OK** in the pop-up box.



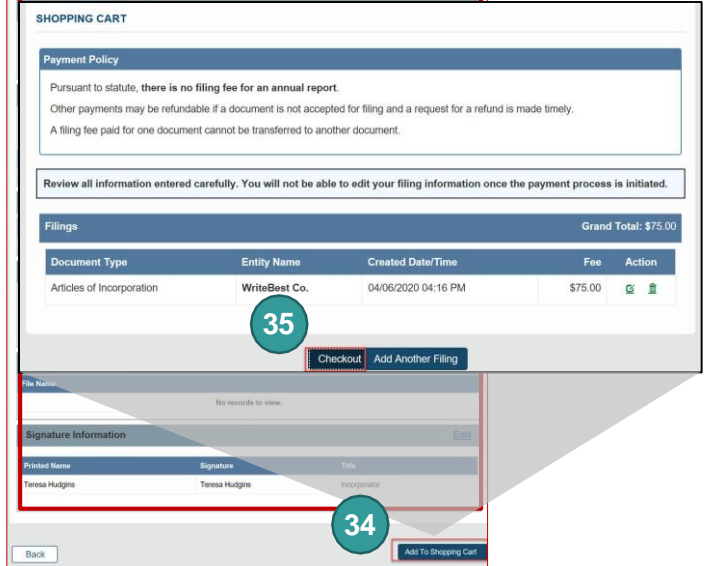
32 The signature information will populate. Click **Next**.



33 Review each section of the **Articles of Incorporation** and make any edits, as necessary.

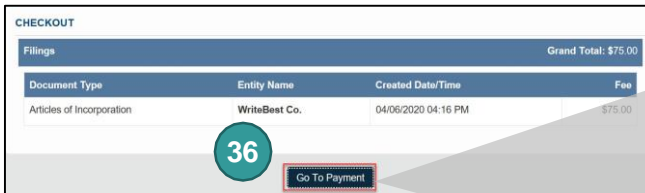


34 Click **Add To Shopping Cart** on the bottom right.

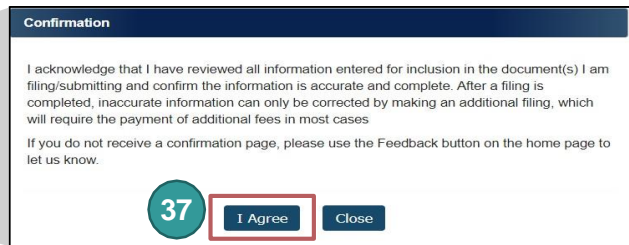


35 Click **Checkout**.

36 Click **Go To Payment**.

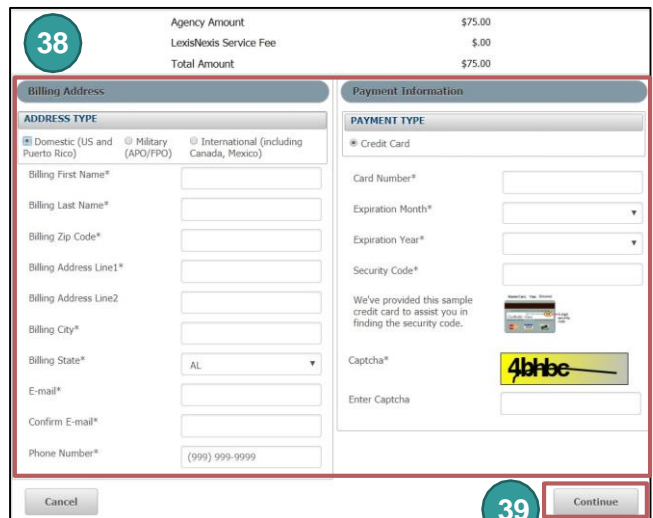


37 In the Confirmation pop up window, click **I Agree**.



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.

