

Apply for a Certificate of Good Standing in the Clerk's Information System

To prove the existence and compliance of your Virginia corporation or foreign corporation authorized to transact business in Virginia, you can apply for a Certificate of Good Standing online with the Clerk's Office. This how-to guide will walk you through applying for a Certificate of Good Standing 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 Services, click **Certificate of Good Standing**.

4 Enter your **Entity Name** or **Entity ID** and click **Search**.

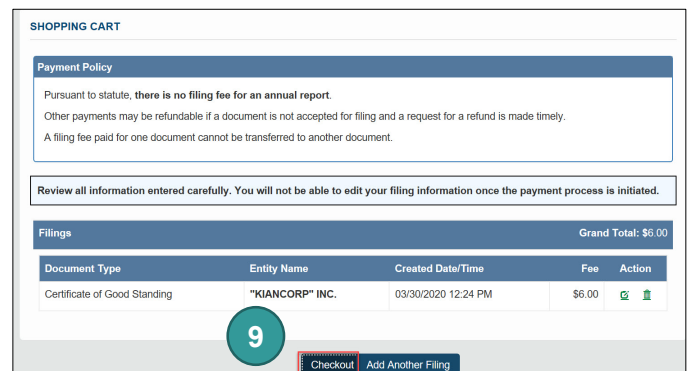
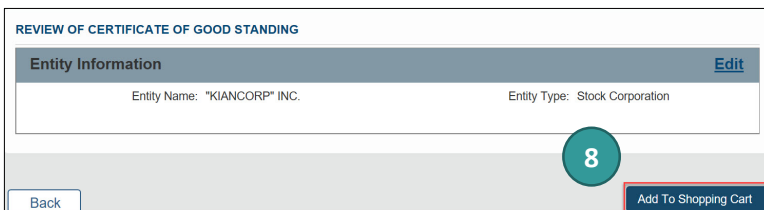
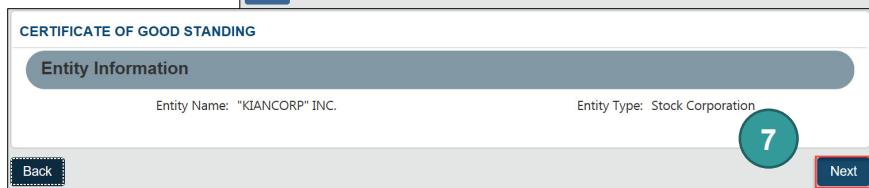
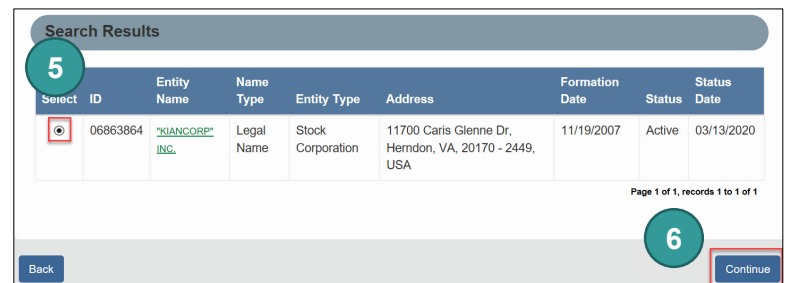
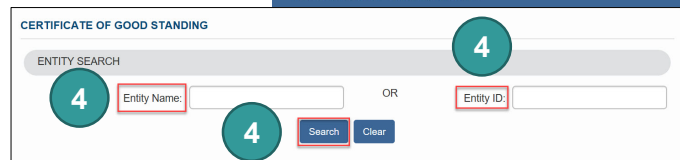
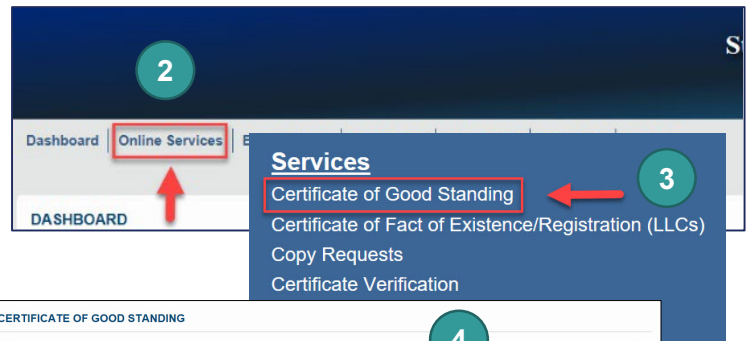
5 Click the **Select** button next to your business's name. **DO NOT** click the green entity name.

6 Click **Continue**.

7 Click **Next**.

8 Click **Add To Shopping Cart**.

9 Click **Checkout**.



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- 10 Click **Go To Payment**.
- 11 Review the Confirmation information and click **I Agree** to continue with your payment.

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

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

- 13 Click **Continue**.
- 14 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

- 15 You will be directed to a confirmation screen.

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Certificate of Good Standing	"KIANCORP" INC.	03/30/2020 12:30 PM	\$6.00	Approved
Total Paid:			\$6.00	