

Apply for a Certificate of Fact of Existence or Registration in the Clerk's Information System

To prove the existence and compliance of your Virginia limited liability company or foreign limited liability company authorized to transact business in Virginia, you can apply for a Certificate of Fact of Existence or Registration online with the Clerk's Office. This how-to guide will walk you through applying for a Certificate of Fact of Existence or Registration 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 Fact of Existence/Registration (LLCs)**.

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**.

The screenshot shows the dashboard with 'Online Services' highlighted in the top left. A dropdown menu is open under 'Services', showing 'Certificate of Fact of Existence/Registration (LLCs)' as the selected option.

The screenshot shows the 'CERTIFICATE OF GOOD STANDING' entity search form. It has fields for 'Entity Name' and 'Entity ID', with a 'Search' button and a 'Clear' button.

The screenshot shows the search results table. It has columns: Select, ID, Entity Name, Name Type, Entity Type, Address, Formation Date, Status, and Status Date. One result is shown for 'Dogs-n-Que, LLC'.

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	SS771565	"Dogs-n-Que", LLC	Legal Name	Limited Liability Company	554 Barbour Rd., Martinsville, VA, 24112 - 0000, USA	09/03/2015	Active	03/16/2020

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The screenshot shows the 'CERTIFICATE OF FACT OF EXISTENCE FOR VA AND FOREIGN LLC' form. It has fields for 'Entity Name' and 'Entity Type'. The 'Entity Name' field contains 'Dogs-n-Que, LLC' and the 'Entity Type' field contains 'Limited Liability Company'.

The screenshot shows the 'REVIEW OF CERTIFICATE OF FACT OF EXISTENCE FOR VA AND FOREIGN LLC' form. It has fields for 'Entity Name' and 'Entity Type'. The 'Entity Name' field contains 'Dogs-n-Que, LLC' and the 'Entity Type' field contains 'Limited Liability Company'.

The screenshot shows the 'SHOPPING CART' form. It has a 'Payment Policy' section, a 'Review all information entered carefully' section, and a table of filings. The table has columns: Document Type, Entity Name, Created Date/Time, Fee, and Action. One filing is shown for 'Certificate of Fact of Existence for VA and Foreign LLC'.

Document Type	Entity Name	Created Date/Time	Fee	Action
Certificate of Fact of Existence for VA and Foreign LLC	"Dogs-n-Que", LLC	03/30/2020 03:16 PM	\$6.00	<input checked="" type="checkbox"/>

Apply for a Certificate of Good Standing

- 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.

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information may be corrected by making an additional filing, which will require the payment of additional fees. If you do not receive a confirmation, please use the Feedback button on the home page to let us know.

11 **I Agree** **Close**

Document Type	Entity Name	Submitted/Filed Date/Time	Fee
Certificate of Fact of Existence for VA and Foreign LLC	"Dogs-n-Que", LLC	03/30/2020 03:16 PM	\$6.00

10 **Go To Payment**

Billing Address

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ADDRESS TYPE

☒ Domestic (US and Puerto Rico) ☐ Military (APO/FPO) ☐ International (including Canada, Mexico)

Billing First Name*

Billing Last Name*

Billing Zip Code*

Billing Address Line1*

Billing Address Line2

Billing City*

Billing State*

E-mail*

Confirm E-mail*

Phone Number*

Payment Information

PAYMENT TYPE

☒ Card

Card Number*

Expiration Month*

Expiration Year*

Security Code*

We've provided this sample credit card to assist you in finding the security code.

Captcha*

Enter Captcha

13 **Continue**

Cancel

Agency Amount	\$6.00
LexisNexis Service Fee	\$0.00
Total Amount	\$6.00

Billing Address

Billing First Name Jane
 Billing Last Name Doe
 Billing Zip Code 23219
 Billing Address Line1 123 Any Street
 Billing Address Line2
 Billing City Richmond
 Billing State VA
 Billing Country United States of America
 E-mail jane.doe@gmail.com
 Phone Number (804) 3719733

Payment Information

Credit Card

Card Number *****0248 (MASTERCARD)
 Expiration Date 05/2022

Payment Authorization

Total Amount \$6.00

Acknowledgment

☒ By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

14 **Pay Now**

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CONFIRMATION

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Submission Successful

Payment Confirmation Number: 20004104

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Certificate of Fact of Existence for VA and Foreign LLC	"Dogs-n-Que", LLC	03/30/2020 03:22 PM	\$6.00	Approved

Total Paid: \$6.00

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.