

# 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**.



# 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 can be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation, please use the Feedback button on the home page to let us know.

11 I Agree Close

CHECKOUT

Filings

Document Type

Certificate of Fact of Existence for VA and Foreign LLC

Fee and Total: \$6.00

"Dogs-n-Que", LLC 03/30/2020 03:16 PM \$6.00

10 Go To Payment

Billing Address

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\*  AL

E-mail\*

Confirm E-mail\*

Phone Number\* (999) 999-9999

Cancel

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\*  fc3ma

Enter Captcha

12

13 Continue

Agency Amount \$6.00

LexisNexis Service Fee \$.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 Richmond

Billing City VA

Billing State United States of America

E-mail jane.doe@gmail.com

Phone Number (804) 3719733

14 Pay Now

Previous Page

CONFIRMATION

15 Submission Successful

Payment Confirmation Number: 200004104

| Document Type   | Entity Name       | Submitted/Filled 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.