

# File a Fictitious Name Certificate in the Clerk's Information System

To run a business under a name different than your own, you must file a fictitious name certificate with the Clerk's Office. This how-to guide will walk you through filing a fictitious name certificate and releasing a fictitious name online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

## File a Fictitious Name Certificate

- 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 **Name Reservations/Registrations/Fictitious Name**.
- 4 Select **Fictitious Name** from the drop-down.
- 5 Select **Fictitious Name Certificate** from the drop-down.
- 6 Click **Continue**.
- 7 Determine whether the fictitious name is associated with an entity on record with the SCC and click **Yes** or **No**.
  - 1A If **Yes**, enter the **Entity Name** or **Entity ID** and click **Search**.
  - 1B Under **Search Results**, check the radio button next to the desired entity.
  - 1C Click **Next**.
  - 1D Enter the **Fictitious Name** and click **Next**.  
*Note: Do not enter "LLC" or "INC", etc.*

# File a Fictitious Name Certificate

If the fictitious name is not associated with an entity on record:

**2A** Click **Next**.

**2B** Enter the **Entity Information** and the **Fictitious Name**.

**2C** Click **Next**.

**8** Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

Complete all **Signature Information** fields marked with an asterisk (\*) and click **Add**.

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

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

**11** Review each section of the **Fictitious Name Certificate** and make any edits, as necessary.

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

**13** Click **Checkout**.

**14** Click **Go To Payment**.

Entity ID:

**2A** **Next**

**2B** **2B** **2C** **Next**

**8** **8**

**8** **Add**

**8** **Add**

**9** **OK**

**10** **Add To Shopping Cart**

**11** **12** **13** **14**

# File a Fictitious Name Certificate

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

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

**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 only 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 page, please use the Feedback button on the home page to let us know.

**15** **I Agree** **Close**

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

**Billing Address**

**ADDRESS TYPE**

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

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

E-mail\* jane.doe@gmail.com

Confirm E-mail\* jane.doe@gmail.com

Phone Number\* (804) 371-9733

**16**

**Payment Information**

**PAYMENT TYPE**

☒ Credit Card

Card Number\*

Expiration Month\* May

Expiration Year\* 2022

Security Code\*

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

Captcha\* **6438d**

Enter Captcha 6438d

**17** **Continue**

- Click **Continue**.

- Check the **Acknowledgement** radio button and click **Pay Now**.

*Note: Do not close the browser window.*

- You will be directed to a confirmation screen.

Agency Amount \$10.00

LexisNexis Service Fee \$0.00

Total Amount \$10.00

**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

**18**

**Payment Information**

**Credit Card**

Card Number \*\*\*\*\*0248 (MASTERCARD)

Expiration Date 05/2022

**Payment Authorization**

Total Amount \$110.00

☒ **Acknowledgment**

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

**18** **Pay Now**

**CONFIRMATION**

**19**

**Submission Successful**

Payment Confirmation Number: 20026755

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Fictitious Name Certificate	TechComm	02/12/2020 11:57 AM	\$10.00	Approved
<b>Total Paid:</b>			<b>\$10.00</b>	

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

## Release a Fictitious Name

- Log on to CIS at <https://cis.scc.virginia.gov/>.

*Note: Google Chrome, Internet Explorer, or Microsoft Edge are recommended.*

- Click **Online Services** on the top left.

- Under Business Entities, click **Name Reservations/Registrations/Fictitious Name**.

- Select **Fictitious Name** from the drop-down.

**Dash** **2** **Online Services** Entity Search Entity FAQs UCC Search

**DASHBOARD**

**Business Entities**

**Name Reservations/Registrations/Fictitious Name**

New Businesses

Existing Businesses

Registration Fee

Annual Reports (Corporations)

Annual Continuation Reports (LLPs)

**3**

Select a statement that best describes what you want to do:

Name Type\* **4**

— Select —

Reserved Name

Registered Name

**Fictitious Name**

# Release a Fictitious Name

5 Select **Fictitious Name Release** from the drop-down, then click **Continue**.

6 Enter the **Entity Name** or **Entity ID** and click **Search**.

7 Under **Search Results**, check the radio button next to the desired entity.

*Note: Clicking the entity name will open your business information in a new tab.*

8 Click **Next**.

9 Select the Fictitious Name to release and click **Next**.

10 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

Complete all **Signature Information** fields marked with an asterisk (\*) and click **Add**.

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

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

13 Review each section of the **Fictitious Name Release** and make any edits, as necessary.

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

15 Click **Checkout**.

16 Click **Go To Payment**.

The screenshots illustrate the following steps:

- Step 5:** Selecting 'Fictitious Name Release' from the 'Filing Type' dropdown.
- Step 6:** Entering 'Entity Name' or 'Entity ID' in the 'ENTITY SEARCH' section.
- Step 7:** Reviewing the 'Search Results' table and selecting the desired entity.
- Step 8:** Clicking 'Next' to proceed to the release form.
- Step 9:** Selecting the 'Fictitious Name' to release and clicking 'Next'.
- Step 10:** Indicating the signing role (Individual or On Behalf of Business Entity) and completing the 'Signature Information' fields.
- Step 11:** Clicking 'OK' in the signature confirmation pop-up.
- Step 12:** The signature information populating the form.
- Step 13:** Reviewing the 'Fictitious Name Release' form and making any necessary edits.
- Step 14:** Clicking 'Add To Shopping Cart' to add the release to the cart.
- Step 15:** Clicking 'Checkout' to proceed to the payment page.
- Step 16:** Clicking 'Go To Payment' on the 'CHECKOUT' page.

# Release a Fictitious Name

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

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

**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 only 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 page, please use the Feedback button on the home page to let us know.

17 **I Agree** **Close**

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

- 19 Click **Continue**.

- 20 Check the **Acknowledgement** radio button and click **Pay Now**.

*Note: Do not close the browser window.*

- 21 You will be directed to a confirmation screen.

**Billing Address** 18

**ADDRESS TYPE**

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

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

E-mail\* jane.doe@gmail.com

Confirm E-mail\* jane.doe@gmail.com

Phone Number\* (804) 371-9733

**Payment Information**

**PAYMENT TYPE**

☒ Credit Card

Card Number\* [REDACTED]

Expiration Month\* May

Expiration Year\* 2022

Security Code\* [REDACTED]

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

Captcha\* 6438d

Enter Captcha 6438d

**Continue** 19

Agency Amount	\$10.00
LexisNexis Service Fee	\$0.00
<b>Total Amount</b>	<b>\$10.00</b>

**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) [REDACTED]

**Payment Information**

**Credit Card**

Card Number \*\*\*\*\*0248 (MASTERCARD)

Expiration Date 01/2022

**Payment Authorization**

Total Amount \$10.00

**Acknowledgment**

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

**Pay Now** 20

**CONFIRMATION**

21

**Submission Successful**

Payment Confirmation Number: 20026755

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Fictitious Name Release	NASH	02/12/2020 11:57 AM	\$10.00	Approved
<b>Total Paid:</b>			<b>\$10.00</b>	

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