

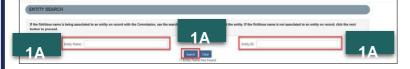
# File a Fictitious Name Certificate in the Clerk's Information System

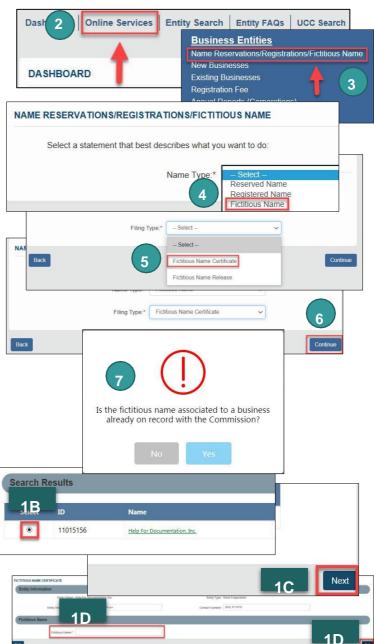
To run a business under a name different than your own, you must file a fictitious name certificate with the Clerk's Office. This how-to guide will walk you through filing a fictitious name certificate and releasing a fictitious name online in the new Clerk's Information System (CIS) <a href="https://cis.scc.virginia.gov/">https://cis.scc.virginia.gov/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

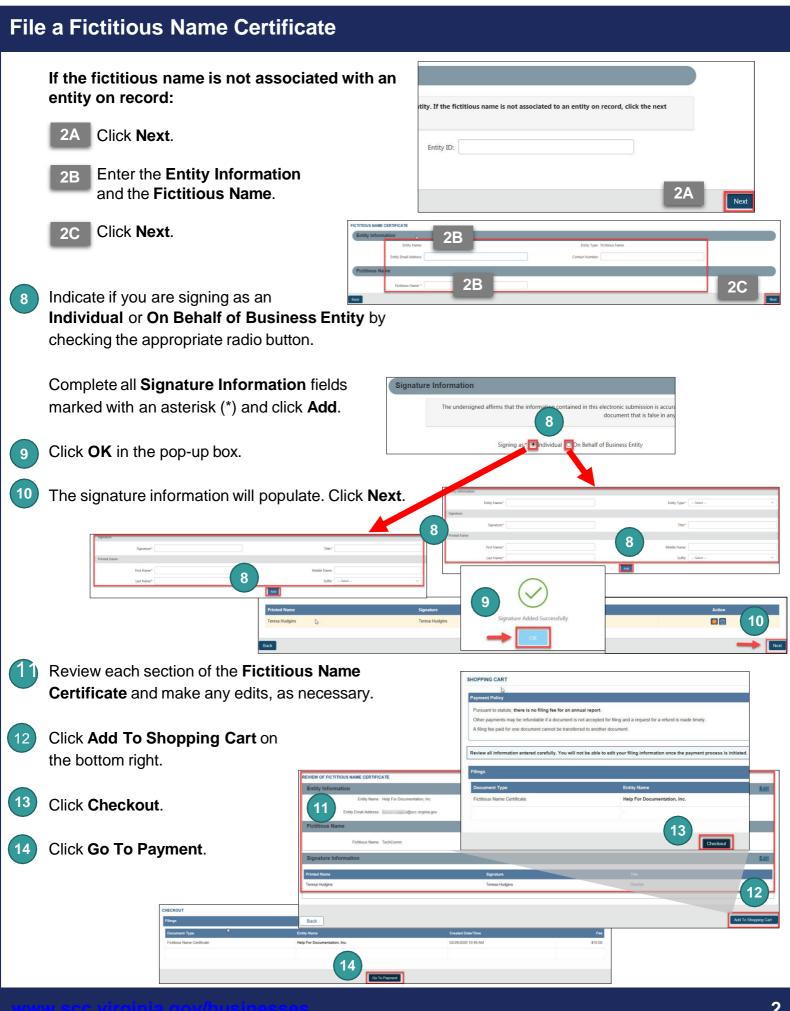
## File a Fictitious Name Certificate

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

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







### File a Fictitious Name Certificate

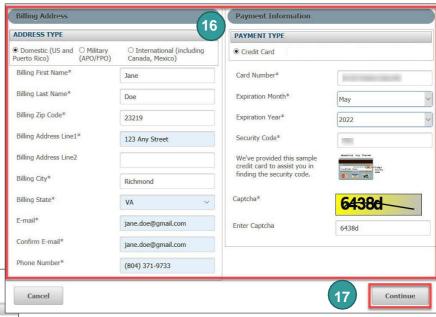
- In the Confirmation pop-up window, click **I Agree**.

  Note: You will be taken to a site administered by

  LexisNexis to complete your payment.
- Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (\*). You must complete the **Captcha** field.
- 17 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.





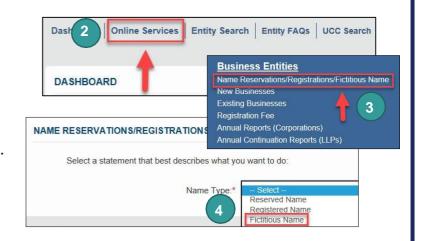


Submission Successful



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

  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.



### **Release a Fictitious Name**

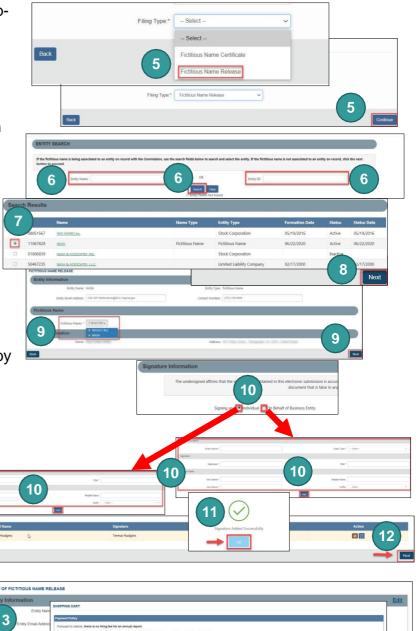
- Select Fictitious Name Release from the dropdown, then click Continue.
- 6 Enter the **Entity Name** or **Entity ID** and click **Search**.
- 7 Under **Search Results**, check the radio button next to the desired entity.

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

- 8 Click Next.
- Select the Fictitious Name to release and click Next.
- 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**.

- Click **OK** in the pop-up box.
- The signature information will populate. Click **Next**.
- Review each section of the **Fictitious**Name Release and make any edits, as necessary.
- Click **Add To Shopping Cart** on the bottom right.
- 15 Click Checkout.
- 16) Click Go To Payment.







### **Release a Fictitious Name**

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

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

- 18 Enter your Billing Address and Payment Information, completing all fields marked with an asterisk (\*). You must complete the Captcha field.
- 19 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.



