

Change a Business Entity Name in the Clerk's Information System

Virginia and foreign business entities authorized to do business in Virginia can file a name change online. To do so, Virginia business entities can file Articles of Amendment – Name Change. Foreign business entities can file an Application for Amended Certificate of Authority or Amended Certificate of Registration. This how-to guide will walk you through changing a business entity name online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

Virginia Business Entities

- 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 **Manage an Existing Business**.
- 4 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.
- 5 Ensure your entity is selected.
- 6 Select **Articles of Amendment – Name Change** from the drop-down.
- 7 Click **Continue** on the bottom right.

The screenshot shows the SCC Clerk's Information System (CIS) interface. The top navigation bar includes links for Dashboard, Online Services, Pay Registration Fees, CIS Help, Entity Search, Entity FAQs, Nonresident Property Owner Search, UCC Search, UCC FAQs, and Profile. The main content area is divided into two columns. The left column contains links for Alerts, Correspondence, UCC Filings, Unfinished Submissions, and Shopping Cart. The right column contains links for Business Entities, Serving as Registered Agent, Business Entity Submissions, and Recent Payments. Below this, the ONLINE SERVICES section is displayed, with a list of options including Business Entities, Name Reservations/Registrations/Fictitious Name, Form or Register a Business, Registration Fee, Annual Reports (Corporations), Annual Continuation Reports (LLPs), Reinstatements, Garnishment Designation, and Domestication or Conversion of a Foreign Entity Not Registered in Virginia. The 'Manage an Existing Business' option is highlighted. Below this, the EXISTING BUSINESSES section is shown, with a search form for Entity Name or Entity ID. The search results table is displayed, showing columns for Select, ID, Name, Name Type, Entity Type, Address, Formation Date, Status, and Status Date. The first row is selected, and the 'Articles of Amendment - Name Change' option is chosen from the drop-down menu.

Change a Business Entity Name

8 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**. Click **Next**.

9 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 15.

Note: Reserving a name is not required.

10 Enter the **Reservation ID** and **Reservation PIN**.

*Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** drop-down on your dashboard.*

11 Click **Search**.

12 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.

13 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**.

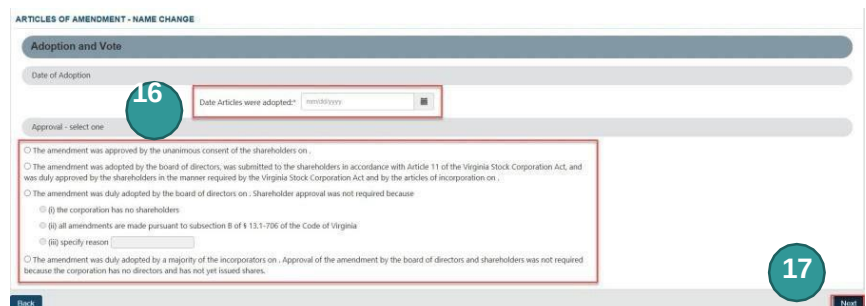
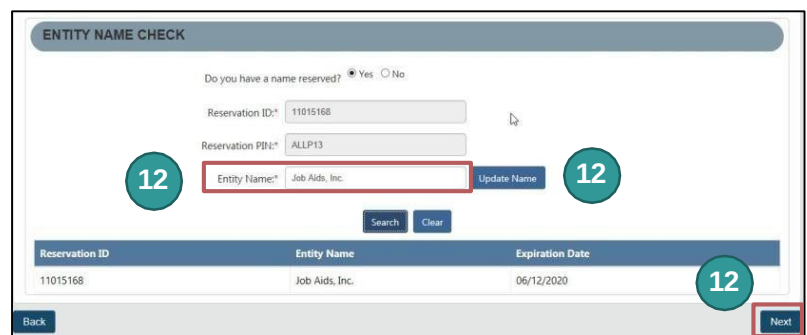
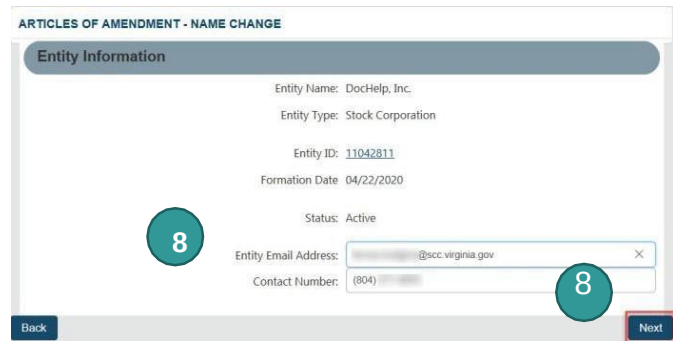
14 Enter an **Entity Name** and click **Check Availability**.

Note: Click the  icon for name requirements.

15 Once the system indicates the name is available and acceptable, click **Next**.

16 Enter the **Date Articles were adopted** and select the appropriate method of **Approval**.

17 Click **Next**.



Change a Business Entity Name

- 18 **OPTIONAL:** Upload Articles of Amendment – Name Change. Check the **The uploaded document will act as the filing image** radio button.

Click **Attach** and select the file you want to upload.

Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

- 19 Click **Next**.
- 20 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

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

- 23 The signature information will populate. Click **Next**.

- 24 Review each section of the **Articles of Amendment**, and make any edits, as needed.

- 25 Click **Add To Shopping Cart** on the bottom right.

- 26 Click **Checkout**.

Change a Business Entity Name

27 Click **Go To Payment**.

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

CHECKOUT

Frings

Document Type: Articles of Amendment - Name Change

Entity Name: Doehelp, Inc.

Submitted Date/Time: 04/22/2020 11:05 AM

27

Go To 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.

28

I Agree Close

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

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

30 Click **Continue**.

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

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*

E-mail*

Confirm E-mail*

Phone Number* (999) 999-9999

Payment Information

PAYMENT TYPE

☒ Credit 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

30

Continue

Note: Do not close the browser window.

32 You will be directed to a confirmation screen.

Agency Amount: \$25.00

LexisNexis Service Fee: \$0.00

Total Amount: \$25.00

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: 06/2022

Payment Authorization

Total Amount: \$25.00

Acknowledgment

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

31

Pay Now

CONFIRMATION

32

Submission Successful

Payment Confirmation Number: 200006708

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Articles of Amendment - Name Change	Doehelp, Inc.	04/22/2020 11:40 AM	\$25.00	Approved
Total Paid:			\$25.00	

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

Foreign Business Entities

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 **Manage an Existing Business**.

Dashboard Online Services Pay Registration Fees E-File UCC Search E-File FAQs Revoke/Property Order

2

Alerts

Correspondence

UCC Filings

Business Entities

Name Reservations/Registrations/ fictitious Name

Form or Register a Business

Manage an Existing Business

Registration Fee

Annual Reports (Corporations)

Annual Continuation Reports (LLPs)

Business Statements

3

4

Enter either the **Entity Name** or the **Entity ID** number and click **Search**.

5

Ensure your entity is selected.

6

Corporations select **Application for an Amended Certificate of Authority** from the drop-down. LLCs select **Amended Application for a Certificate of Registration**

7

Click **Continue**.

8

Click **Yes** in the pop-up box.

EXISTING BUSINESSES

ENTITY SEARCH

Entity Name:

OR

Entity ID:

Search

Clear

Search Results

Select	ID	Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
☒		Legal Name				11/12/2025	Active	11/12/2025

Page 1 of 1, records 1 to 1 of 1

Select a filing type: Amended Application for a Certificate

Back

Continue

9

Complete all fields marked with an asterisk (*) in the appropriate form, as needed.

*Note: You must enter a **Date of Formation**.*

10

Click **Next**.

Change a Business Entity Name

- 11 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 17.

Note: Reserving a name is not required.

- 12 Enter the **Reservation ID** and **Reservation PIN**.

*Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** drop-down on your dashboard.*

- 13 Click **Search**.

- 14 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.

- 15 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**.

- 16 Enter an **Entity Name** and click **Check Availability**.
Note: Click the  icon for name requirements.

- 17 Once the system indicates the name is available and acceptable, click **Next**.

- 18 Corporations must upload an Application for an Amended Certificate of Authority. LLCs may choose to upload an Amended Application for a Certificate of Registration. Check the **The uploaded document will act as the filing image** radio button.

Click **Attach** and select the file you want to upload.

Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

- 19 Click **Next**.

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

- 21 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

Change a Business Entity Name

- 22 Click **OK** in the pop-up box.
- 23 The signature information will populate. Click **Next**.
- 24 Review each section of the appropriate Application for Amended Certificate, and make any edits, as needed.
- 26 Corporations click **Go To Payment Details** on the bottom right. LLCs click **Add To Shopping Cart**.
- 27 Corporations click **Add To Shopping Cart**. LLCs click **Checkout**.
- 28 Corporations click **Checkout**.
- 29 Click **Go To Payment**.
- 30 In the Confirmation pop-up window, click **I Agree**.

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

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

Signature Added Successfully

Signature: Teresa Hudgins, Title: Incorporator, Action: [OK]

REVIEW OF APPLICATION FOR AN AMENDED CERTIFICATE OF AUTHORITY

Entity Information: Entity Name: FRESH DIRECT, LLC, Entity ID: 1000000000, Status: Active, Entity Email Address: [blank], Contact Number: [blank]

Business Type: Industry Code: 00 - General, Duration: [blank], Jurisdiction of Formation and Date of Formation: Jurisdiction (Country): United States, Jurisdiction (State): Maryland, Date of Formation: 04/23/2020

Name: Name in jurisdiction of formation, with no additions or changes, Amendment Type: Amendment Type: Name Change, NEW NAME SEARCH: Entity Name: Fresh Direct, LLC

REVIEW OF AMENDED APPLICATION FOR A CERTIFICATE OF REGISTRATION

Entity Information: Entity Name: Fresh Direct, LLC, Entity ID: 1000000000, Status: Active, Entity Email Address: [blank], Contact Number: [blank]

Business Type: Industry Code: 00 - General, Duration: [blank], Jurisdiction of Formation and Date of Formation: Jurisdiction (Country): United States, Jurisdiction (State): Maryland, Date of Formation: 04/23/2020

Name: Name in jurisdiction of formation, with no additions or changes, Amendment Type: Amendment Type: Name Change, NEW NAME SEARCH: Entity Name: Fresh Direct, LLC

SHIPPING CART

Document Total: \$25.00

CHECKOUT

Document Type: Amended Application for a Certificate of Registration - Name Change, Entity Name: Fresh Direct, LLC, Created Date/Time: 04/23/2020 03:56 PM, Fee: \$25.00

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.

Billing Address

Address Type: Domestic (US and Puerto Rico), Billing First Name: [blank], Billing Last Name: [blank], Billing Zip Code: [blank], Billing Address Line1: [blank], Billing Address Line2: [blank], Billing City: [blank], Billing State: [blank], E-mail: [blank], Confirm E-mail: [blank], Phone Number: [blank]

Payment Information

Card Number: [blank], Expiration Month: [blank], Expiration Year: [blank], Security Code: [blank], Captcha: [blank]

Change a Business Entity Name

- 33
- Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

- 34
- You will be directed to a confirmation screen.

Agency Amount\$25.00

LexisNexis Service Fee\$.00

Total Amount\$25.00

Billing Address

Billing First NameJane

Billing Last NameDoe

Billing Zip Code23219

Billing Address Line1123 Any Street

Billing Address Line2

Billing CityRichmond

Billing StateVA

Billing CountryUnited States of America

E-mailjane.doe@gmail.com

Phone Number(804) 3719733

Payment Information

Credit Card

Card Number*****0248(MASTERCARD)

Expiration Date05/2022

Payment Authorization

Total Amount\$25.00

Acknowledgment

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

Previous Page

Pay Now

CONFIRMATION

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Submission Successful

Payment Confirmation Number: 200006808

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Amended Application for a Certificate of Registration - Name Change	Fresh Direct, LLC	04/23/2020 04:00 PM	\$25.00	Approved
Total Paid:			\$25.00	

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