

Change a Registered Agent/Office for a Virginia Business Entity in the Clerk's Information System

Every Virginia and foreign business entity authorized to transact business in Virginia must continuously maintain a Virginia-located registered agent and registered office. This how-to guide will walk you through changing a registered agent and/or registered office 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 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 **Statement of Change of Registered Office and/or Registered Agent** from the drop-down.
- 7 Click **Continue**.

The screenshot shows the 'ONLINE SERVICES' page with 'Business Entities' selected. The 'Manage an Existing Business' option is highlighted with a red box and a green circle labeled '3'. A red arrow points to the 'Online Services' link in the top navigation bar.

The screenshot shows the 'EXISTING BUSINESSES' search form. The 'Entity Name' and 'Entity ID' input fields are highlighted with red boxes. The 'Search' button is highlighted with a red box and a green circle labeled '4'. A red arrow points to the 'Search' button.

The screenshot shows the search results table. The first row is highlighted with a red box and a green circle labeled '5'. The table has the following columns: Select, ID, Name, Type, Entity Type, Address, Formation Date, Status, and Date. The first row contains the following data: [X], ., Legal Name, Limited Liability Company, , 11/12/2025, Active, 11/12/2025. Below the table, the 'Select a filing type*' dropdown menu is highlighted with a red box and a green circle labeled '6', showing 'Statement of Change of Registered Office' selected. The 'Continue' button is highlighted with a green circle labeled '7'.

Change a Registered Agent/Office – Virginia Business Entity

8 Once the Entity Information appears, click **Next**.

9 If applicable, check the **Replace / Reappoint Registered Agent** box.

10 Indicate if the Registered Agent (RA) will be an Individual or an Entity. If the RA will be an Entity, check the **Entity** radio button.

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

B Click the radio button to the left of the desired entity name.

Note: Clicking the green Entity ID will open entity information in a different tab.

C Make sure all fields marked with an asterisk (*) are filled in.

D Click **Next**.

11 If the Registered Agent (RA) will be an Individual, check the **Individual** radio button. You can search for an existing RA or create a new individual RA.

To search for an existing RA:

1A Enter their **Last Name** and click **Search**.

1B Under **Search Results**, click the radio button next to the desired RA's name.

1C Select the **RA Capacity** from the drop-down menu.

1D Review and confirm all fields marked with an asterisk (*) are filled in.

1E Click **Next**.

SEARCH RESULTS

Select	Name	Entity ID	Principal Office Address	Status	Email
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]				
<input type="radio"/>	P.C.				

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To create a new Individual RA:

- 2A Click **Create Individual RA**.
- 2B In the pop-up window, complete fields marked with an asterisk (*).
- 2C Click **Done**.
- 2D Review the **Registered Agent Information** and the **Registered Agent Office Address**.
- 2E Click **Next**.



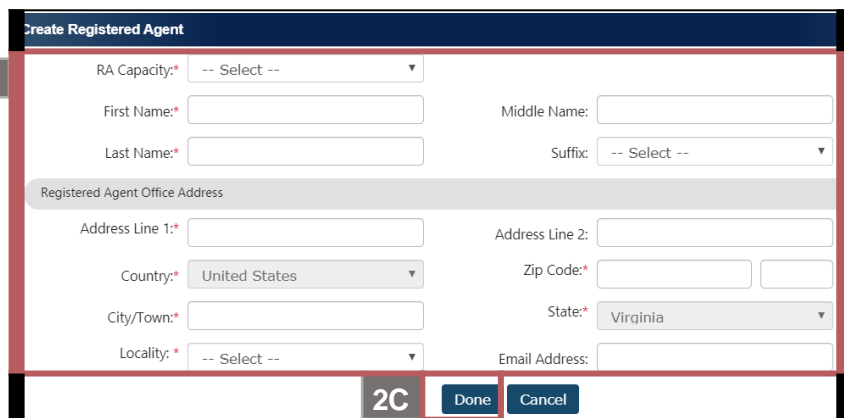
Registered Agent Search

Type: Individual Entity

First Name: Middle Name:

Last Name*: Suffix:

Search 2A



Create Registered Agent

RA Capacity*: -- Select --

First Name*: Middle Name:

Last Name*: Suffix: -- Select --

Registered Agent Office Address

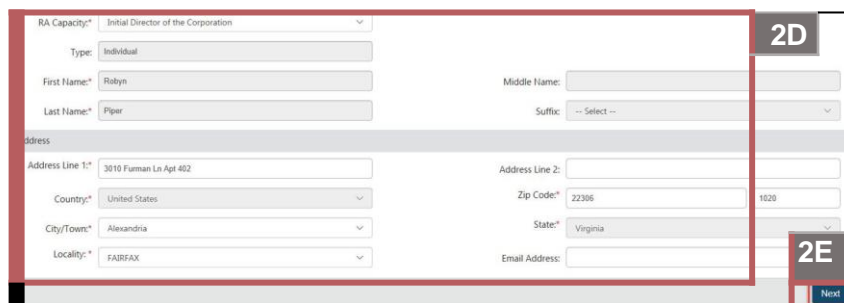
Address Line 1*: Address Line 2:

Country*: United States Zip Code*:

City/Town*: State*: Virginia

Locality*: -- Select -- Email Address:

2C



RA Capacity*: Initial Director of the Corporation

Type: Individual

First Name*: Robyn Middle Name:

Last Name*: Piper Suffix: -- Select --

Address

Address Line 1*: 3010 Furman Ln Apt 402 Address Line 2:

Country*: United States Zip Code*: 22306 1020

City/Town*: Alexandria State*: Virginia

Locality*: FAIRFAX Email Address:

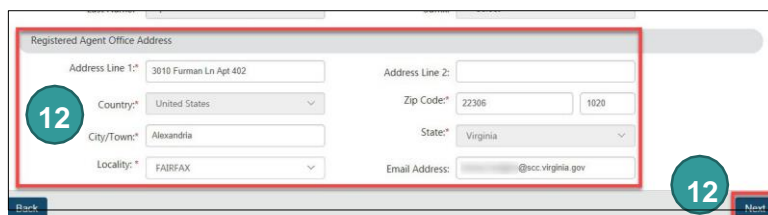
2D 2E

12 Update the **Registered Agent Office Address** as needed. Complete all fields marked with an asterisk (*). Click **Next**.

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

Complete all fields with an asterisk (*) in the **Signature Information** section.

Click **Add**.



Registered Agent Office Address

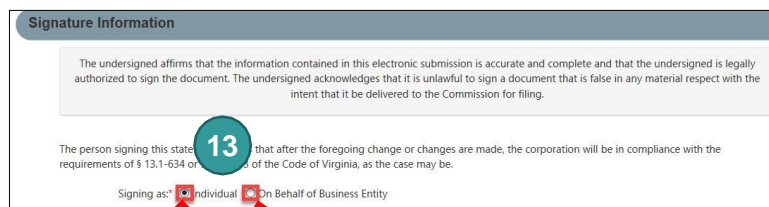
Address Line 1*: 3010 Furman Ln Apt 402 Address Line 2:

Country*: United States Zip Code*: 22306 1020

City/Town*: Alexandria State*: Virginia

Locality*: FAIRFAX Email Address: @scc.virginia.gov

12 13



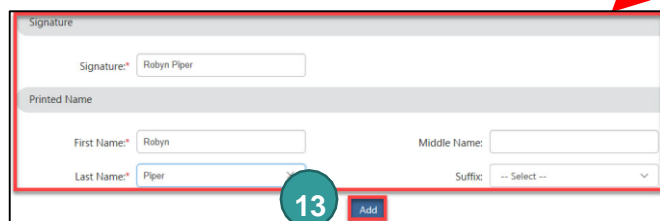
Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

The person signing this state that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or of the Code of Virginia, as the case may be.

Signing as* Individual On Behalf of Business Entity

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Signature

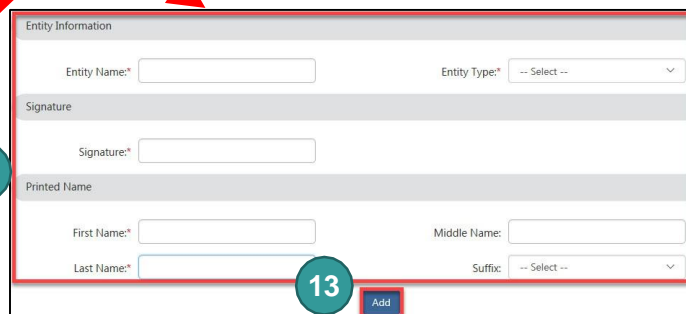
Signature*: Robyn Piper

Printed Name

First Name*: Robyn Middle Name:

Last Name*: Piper Suffix: -- Select --

13



Entity Information

Entity Name*: Entity Type*: -- Select --

Signature

Signature*:

Printed Name

First Name*: Middle Name:

Last Name*: Suffix: -- Select --

13

Change a Registered Agent/Office – Virginia Business Entity

- 14 Click **OK** in the pop-up box.
- 15 The signature information will populate. Click **Next**.
- 16 Review each section of the **Statement of Change of Registered Office and/or Registered Agent**, and make any edits, as necessary.
- 17 Click **Add To Shopping Cart** on the bottom right.
- 18 You will be directed to a confirmation screen.



Printed Name	Signature	Title	Action
Robyn Piper	Robyn Piper	N/A	

Back 15 Next

REVIEW OF STATEMENT OF CHANGE OF REGISTERED OFFICE AND/OR REGISTERED AGENT

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Entity Information Edit

Entity Name: User Guides, Inc. Entity Type: Stock Corporation
Entity ID: 11027996 Formation Date: 03/02/2020
Status: Active
Entity Email Address: [redacted]@scc.virginia.gov

Registered Agent Information Edit

RA Capacity: Director of the Corporation
Type: Individual

Name	Address
Robyn Piper	3010 Furman

Signature Information Edit

The person signing this statement affirms that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or § 13.1-833 of the Code of Virginia, as the case may be.

Printed Name	Signature	Title
Robyn Piper	Robyn Piper	N/A

Back 17 Add To Shopping Cart

CONFIRMATION

18 **Submission Successful**

Payment Confirmation Number: N/A

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Statement of Change of Registered Office and/or Registered Agent	User Guides, Inc.	03/02/2020 04:15 PM	\$0.00	Approved

Total Paid: \$0.00

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