

Form a Foreign Limited Liability Company in the Clerk's Information System

A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company's business. This how-to guide will walk you through forming a Foreign Limited Liability Company online in the new Clerk's Information System (CIS)

<https://cis.scc.virginia.gov/>.

Use the [Foreign Business Registration Checklist](#) to complete this filing. This checklist shows all required documents you'll need.

- 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 **New Foreign Businesses**.
- 4 Make sure the Foreign Entity button is selected. Select **Limited Liability Company** from the drop-down and click **Continue**.
- 5 Review the business entity name information.
- 6 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10.
Note: Reserving a name is not required.
- 7 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** dropdown on your dashboard.*
- 8 Click **Search**.
- 9 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.

The screenshots illustrate the process of forming a Foreign Limited Liability Company in the SCC Virginia Clerk's Information System (CIS). The steps are numbered 1 through 9, corresponding to the instructions provided.

Step 1: The user logs on to the CIS dashboard.

Step 2: The user clicks on the **Online Services** link in the top navigation bar.

Step 3: Under the **Business Entities** section, the user clicks on **New Foreign Businesses**.

Step 4: The user selects **Foreign Entity** from the dropdown menu and then selects **Limited Liability Company** from the **Business Entity Type** dropdown. The **Continue** button is highlighted.

Step 5: The user reviews the business entity name information, including a disclaimer about the name reservation process.

Step 6: The user indicates whether they have a name reserved by clicking the **Yes** radio button.

Step 7: The user enters the **Reservation ID** and **Reservation PIN** in the respective fields.

Step 8: The user clicks the **Search** button to find the entity name.

Step 9: The user reviews the **Entity Name** (Writing 101 LLC) and clicks the **Update Name** button. The **Next** button is also visible at the bottom right.

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- 10 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**.
- 11 Enter an **Entity Name** and click **Check Availability**.
- 12 Once the system indicates the name is available and acceptable, click **Next**.

- 13 Enter the **Entity Email Address** and/or **Contact Number**.
- 14 Choose an **Industry Code** from the **Business Type** drop-down.
Note: Most select "0 - General".
- 15 Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end.
Note: Most select "Perpetual".

- 16 Complete all fields marked with an asterisk (*) in the **Jurisdiction of Formation and Date of Formation** section.
- 17 Complete the **Name** section and click **Next**.

- 18 Indicate if the Registered Agent (RA) will be an Individual or an Entity. They must be in Virginia and have a Virginia address. If the RA will be an Entity, check the **Entity** radio button.

Select	Name	Entity ID	Principal Office Address	Status	Email
<input checked="" type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	

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**.

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- 19 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**.

Registered Agent Information

Registered Agent Search

Type: ☒ Individual ☐ Entity

First Name:

Middle Name:

Last Name:

Suffix: -- Select --

Search -OR- Create Individual RA

Update Registered Agent Information

RA Capacity:

Type: Individual

First Name: Middle Name:

Last Name: Suffix:

Registered Agent Office Address

Address Line 1: Address Line 2:

Country: Zip Code:

City/Town: State:

Locality: Email Address:

Next

To create a new Individual RA:

2A Click **Create Individual RA**.

2B In the pop up window, complete all fields marked with an asterisk (*).

2C Click **Done**.

2D Review the **Registered Agent Information** and the **Registered Agent Office Address**.

2E Click **Next**.

Create Registered Agent

RA Capacity:

First Name: Middle Name:

Last Name: Suffix:

Registered Agent Office Address

Address Line 1: Address Line 2:

Country: Zip Code:

City/Town: State:

Locality: Email Address:

Done Cancel

RA Capacity: Initial Director of the Corporation

Type: Individual

First Name: Middle Name:

Last Name: Suffix:

Address

Address Line 1: Address Line 2:

Country: Zip Code:

City/Town: State:

Locality: Email Address:

Next

- 20 Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*).

21 Click **Next**.

Principal Office Address

Attention:

Address Line 1: Address Line 2:

Country: Zip Code:

City/Town: State:

Next

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- 22 Check whether the entity was previously registered in Virginia by entering the **Entity Name** or **Entity ID**.

Click **Search**.

- 23 If no records were found, click **OK**.

- 24 If records were found, click the **Select** button next to your business's name. **DO NOT** click the green entity name.

- 25 Click **Add Entity**.

- 26 Click **Next**.

- 27 Upload certified articles of organization and all amendments. They must have been certified within the past 12 months. To upload documents, check the **uploaded document will act as the filing image** radio button.

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

- 28 Click **Next**.

- 29 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**.

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

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



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- 32 Review each section of the **Application for a Certificate of Registration** and make any edits, as necessary.
- 33 Click **Go To Payment Details** on the bottom right.
- 34 Click **Add To Shopping Cart**.
- 35 Click **Checkout**.
- 36 Click **Go To Payment**.
- 37 In the Confirmation pop up window, click **I Agree**.

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

- 38 Enter your **Billing Address** and **Payment Information**, completing All fields with an asterisk (*). You must complete the **Captcha** field.
- 39 Click **Continue**.
- 40 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

- 41 You will be directed to a confirmation screen.