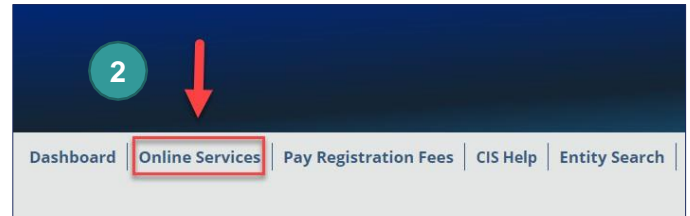


Certified copies of business entity documents filed in the Clerk's Office are available online for \$6.00 per request. If all images are available, certified images are done in real time. If any images need to be retrieved by staff, your request will go in-house for fulfillment and be returned by email. To request certified copies online, visit the SCC Clerk's Information System (CIS) at <https://cis.scc.virginia.gov/> and use the instructions below.

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 Services, click **Copy Requests**.



4 Locate your business in the system by either:
Searching for it using the **Entity Name** field
OR
Entering your **Entity ID**.



5 Click the **Search** button.

6 Click the **Select** button next to your business's name.



Note: DO NOT click the green entity name.

7 Click **Continue**.



8 Click **Next**.

9 Find and select the desired document(s), then click **Next**.



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

11 Click **Checkout**.

12 Click **Go To Payment**.

13 Review the Confirmation information and click **I Agree** to continue with your payment.

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

14 Enter your **Billing Address** and **Payment Information**.

NOTE: All fields with an asterisk () are required.*

You must complete the **Captcha** field.

15 When all information is entered, click **Continue** on the bottom right.

16 Review your information to make sure that everything is correct. Then, check the **Acknowledgement** box and click **Pay Now**.

17 You will receive a receipt by email when your payment is successfully processed.

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18 After you get your receipt, go to your Dashboard and click the arrow beside Correspondence to retrieve the certified copies.

19 Click **Certificate** in the row with your entity name to obtain a PDF file of your certificate and certification page.

The screenshot shows a navigation menu with the following items: Alerts, Correspondence, UCC Filings, and Unfinished Submissions. Each item has an upward-pointing arrow on the right side. The 'Correspondence' item is highlighted with a red box, and a callout bubble with the number '18' is positioned over it.

The screenshot shows a table titled 'Correspondence' with the following columns: Entity Name, Filing Type, Description, and Submitted On. The 'Certificate' entry in the second row is highlighted with a red box, and a callout bubble with the number '19' is positioned over it.

Entity Name	Filing Type	Description	Submitted On
[REDACTED]	Copies Request	Acceptance Letter	12/22/2020 2:00 PM
[REDACTED]	Copies Request	Certificate	12/22/2020 2:00 PM
Direct Success Inc.	Fictitious Name Certificate	Acceptance Letter	12/22/2020 10:28 AM

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