

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 **Existing Businesses**.
- 4 Select the **Virginia Entity** radio button. Then, select the appropriate Business Entity Type from the drop-down.
- 5 Select **Articles of Amendment – Name Change** from the drop-down.
- 6 Click **Continue** on the bottom right.
- 7 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.
- 8 Click the **Select** button next to your business' name. **DO NOT** click the green entity name.
- 9 Click **Continue**.

EXISTING BUSINESSES

I am filing for a: Virginia Entity Misc Entity

Business Entity Type:

Select a filing type:

SEARCH

Entity Name: OR Entity ID:

Search Clear

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="radio"/>	11042811	Dochelp, Inc.	Legal Name	Stock Corporation	1300 E Main St, Richmond, VA, 23219, USA	04/22/2020	Active	04/22/2020

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Change a Business Entity Name

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

11 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.

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

19 Click **Next**.

ARTICLES OF AMENDMENT - NAME CHANGE

Entity Information

Entity Name: DocHelp, Inc.
Entity Type: Stock Corporation
Entity ID: 11042811
Formation Date: 04/22/2020
Status: Active
Entity Email Address: @scc.virginia.gov
Contact Number: (804) ...

Back Next

ENTITY NAME CHECK

Do you have a name reserved? Yes No

Reservation ID: *
Reservation PIN: *

Search Clear

ENTITY NAME CHECK

Do you have a name reserved? Yes No

Reservation ID: * 11015168
Reservation PIN: * ALLP13
Entity Name: * Job Aids, Inc. Update Name

Search Clear


Reservation ID	Entity Name	Expiration Date
11015168	Job Aids, Inc.	06/12/2020

Back Next

ARTICLES OF AMENDMENT - NAME CHANGE

NEW NAME SEARCH

Are you using a reserved name? Yes No

Entity Name: HelpDocs, Inc. 

Check Availability Clear

The Name is Available

Back Next

ARTICLES OF AMENDMENT - NAME CHANGE

Adoption and Vote

Date of Adoption

Date Articles were adopted: * mm/dd/yyyy

Approval - select one

The amendment was approved by the unanimous consent of the shareholders on .
 The amendment was adopted by the board of directors, was submitted to the shareholders in accordance with Article 11 of the Virginia Stock Corporation Act, and was duly approved by the shareholders in the manner required by the Virginia Stock Corporation Act and by the articles of incorporation on .
 The amendment was duly adopted by the board of directors on . Shareholder approval was not required because
 (i) the corporation has no shareholders
 (ii) all amendments are made pursuant to subsection 6 of § 13.1-706 of the Code of Virginia
 (iii) specify reason
 The amendment was duly adopted by a majority of the incorporators on . Approval of the amendment by the board of directors and shareholders was not required because the corporation has no directors and has not yet issued shares.

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Change a Business Entity Name

- 20 **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.

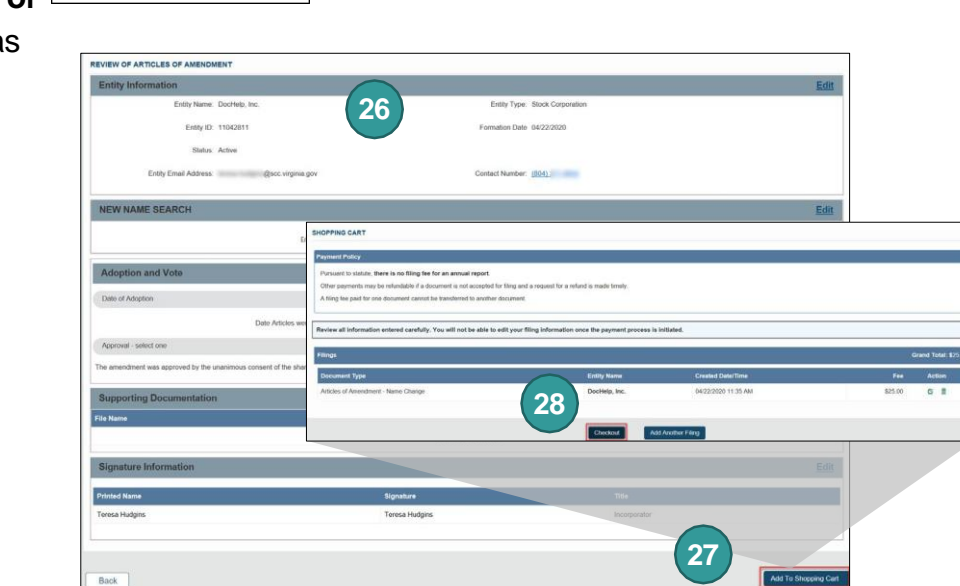
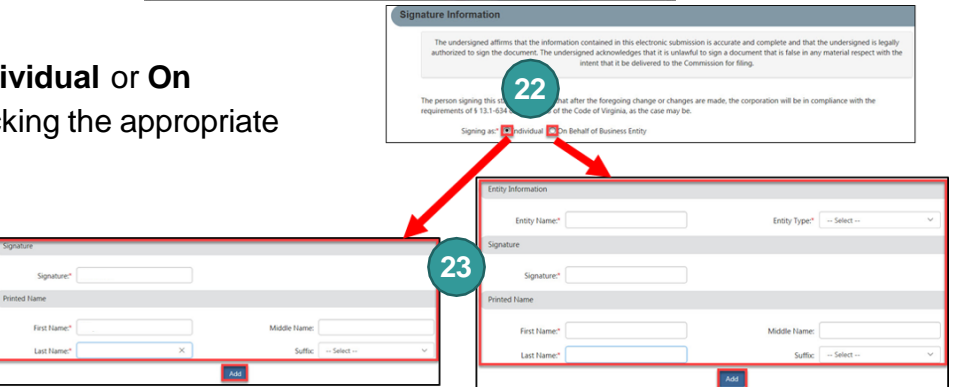
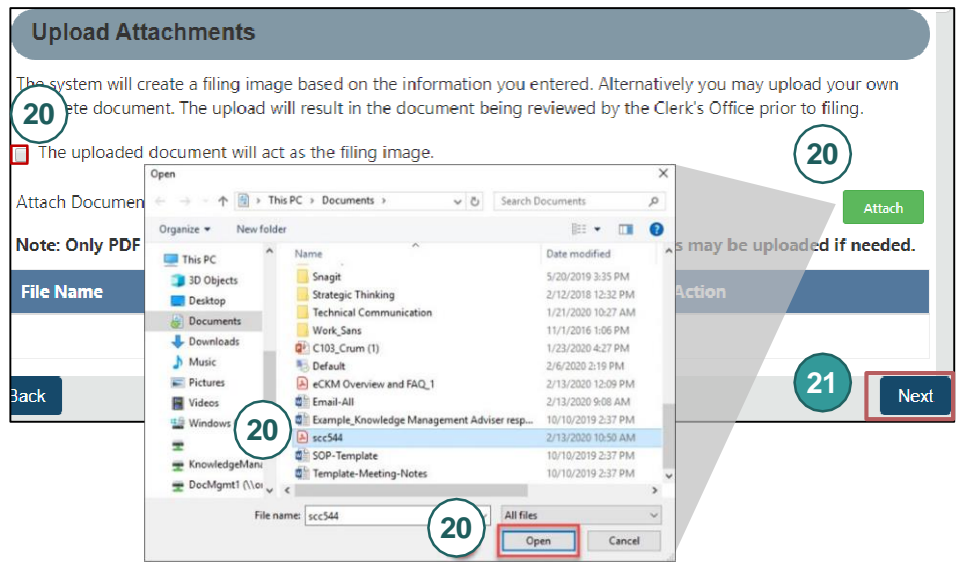
- 21 Click **Next**.
- 22 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.
- 23 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

- 24 Click **OK** in the pop-up box.
- 25 The signature information will populate. Click **Next**.

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

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

- 28 Click **Checkout**.



Change a Business Entity Name

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.

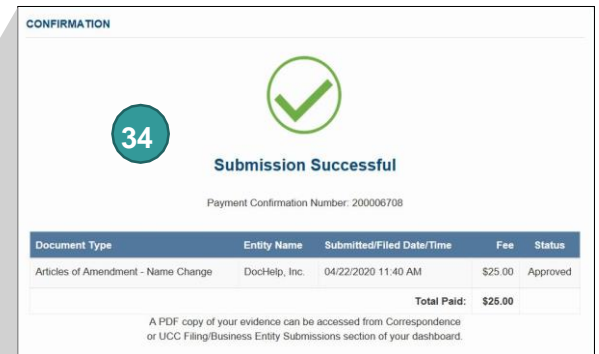
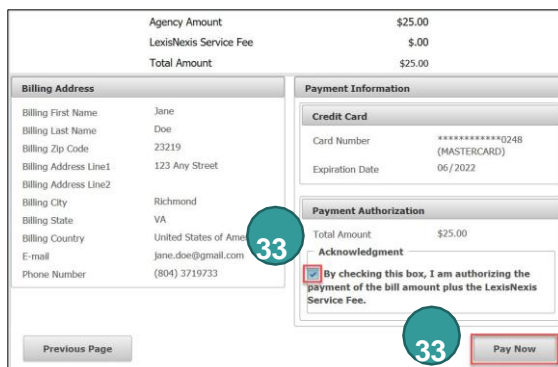
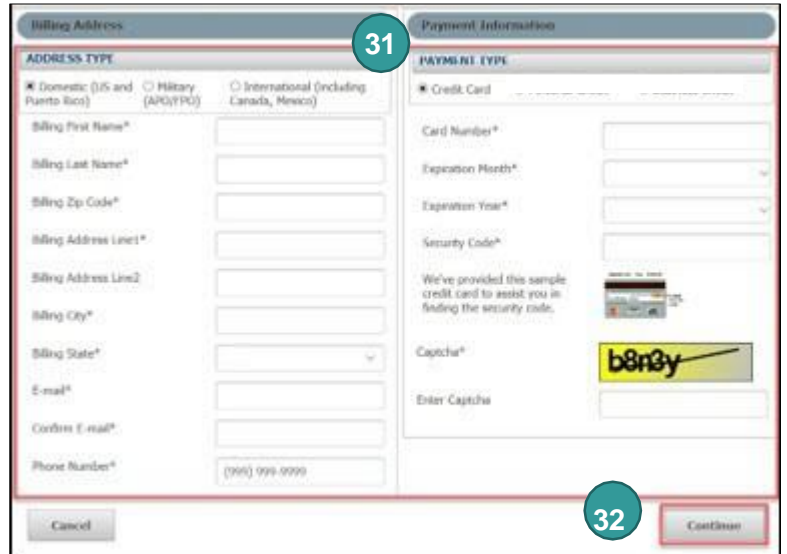
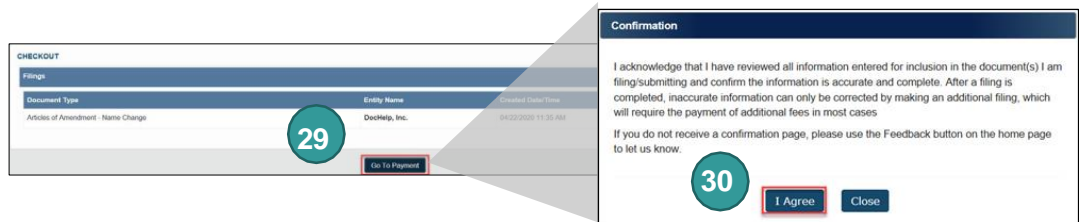
31 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.

32 Click **Continue**.

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.



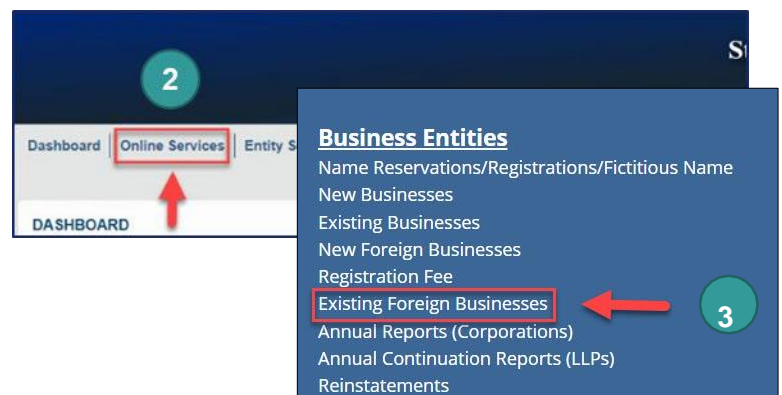
Foreign Business Entities

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 **Existing Foreign Businesses**.



Change a Business Entity Name

- Make sure the **Foreign Entity** radio button is selected. Then, select the appropriate Business Entity Type from the drop-down.
- Corporations select **Application for an Amended Certificate of Authority** from the drop-down. LLCs select **Amended Application for a Certificate of Registration**.

EXISTING BUSINESSES

I am filing for a: Foreign Entity

Business Entity Type* -- Select --

- Select --
- Stock Corporation
- Nonstock Corporation
- General Partnership
- Limited Liability Company
- Limited Partnership
- Business Trust

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

Select a filing type:* -- Select --

- Amended Application for a Certificate of Registration
- Application for a Certificate of Cancellation
- Articles of Domestication
- Garnishment Designation
- Reinstatement
- Statement of Change of Registered Office and/or Registered Agent
- Statement of Resignation of Registered Agent

Certificate of -- Select --

Back Continue

- Click the **Select** button next to your business' name. **DO NOT** click the green entity name.

EXISTING BUSINESSES

SEARCH

Entity Name: _____ OR Entity ID: _____

Search Clear

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	T0665945	Fresh Direct, LLC	Legal Name	Limited Liability Company	23-30 BORDEN AVENUE, LONG ISLAND CITY, NY, 11101 - 0000, USA	08/12/2016	Active	08/12/2016

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Back Continue

- Click **Continue**.
- Click **Yes** in the pop-up box.
- Complete all fields marked with an asterisk (*) in the appropriate form, as needed.

Will the entity be changing its name in this amendment?

No Yes

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

- Click **Next**.

APPLICATION FOR AN AMENDED CERTIFICATE OF AUTHORITY - NAME CHANGE

Entity Information

Entity Name: FRESH DIRECT, LLC Entity Type: Stock Corporation

Entity ID: T0665945 VA Qualification Date: 08/12/2016

Business Type

Duration

Authorized Shares

Jurisdiction of Formation and Date of Formation

Name

Amendment Type

Amendment Type: Name Change

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AMENDED APPLICATION FOR A CERTIFICATE OF REGISTRATION - NAME CHANGE

Entity Information

Entity Name: Fresh Direct LLC Entity Type: Limited Liability Company

Entity ID: T0665945 VA Qualification Date: 08/12/2016

Business Type

Duration

Jurisdiction of Formation and Date of Formation

Name

Amendment Type

Amendment Type: Name Change

Additional Information

Back Next

Change a Business Entity Name

- 13 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.

- 14 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.*

- 15 Click **Search**.

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

- 17 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**.

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

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

- 20 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.

- 21 Click **Next**.

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

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

ENTITY NAME CHECK 13
Do you have a name reserved? Yes No
14 Reservation ID:*
Reservation PIN:*
15 Search Clear

ENTITY NAME CHECK
Do you have a name reserved? Yes No
Reservation ID: 11015168
Reservation PIN: ALLP13
16 Entity Name: Job Aids, Inc. Update Name
Search Clear
16
Reservation ID Entity Name Expiration Date
11015168 Job Aids, Inc. 06/12/2020
Back Next

NEW NAME SEARCH 17
Are you using a reserved name? Yes No
18 Entity Name: HelpDocs, Inc. i
Check Availability Clear
The Name is Available
19
Back Next

Upload Attachments
20 The system will create a filing image based on the information you entered. Alternatively you may upload your own document. The upload will result in the document being reviewed by the Clerk's Office prior to filing.
20 The uploaded document will act as the filing image.
Attach Documents
Note: Only PDF files may be uploaded if needed.
20 Attach
21 Next

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 document is: Individual On Behalf of Business Entity
22
23
Signature
Printed Name
First Name* Middle Name* Last Name* Suffix -- Select --
23 Add

Change a Business Entity Name

- 24 Click **OK** in the pop-up box.
- 25 The signature information will populate. Click **Next**.
- 26 Review each section of the appropriate Application for Amended Certificate, and make any edits, as needed.
- 27 Corporations click **Go To Payment Details** on the bottom right. LLCs click **Add To Shopping Cart**.
- 28 Corporations click **Add To Shopping Cart**. LLCs click **Checkout**.
- 29 Corporations click **Checkout**.
- 30 Click **Go To Payment**.
- 31 In the Confirmation pop-up window, click **I Agree**.
- 32 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.
- 33 Click **Continue**.

Signature Added Successfully

Signature	Title	Action
Teresa Hudgins	Incorporator	

REVIEW OF APPLICATION FOR AN AMENDED CERTIFICATE OF AUTHORITY

Entity Information

Entity Name: FLEISCHER, INC. Entity ID: F120106
 EIN/EI: F120106 Status: Active
 Entity Email Address: Entity Email Address Contact Number

Business Type

Industry Code: 20 - Insurance Agencies
 Business Type: Personal Services

Duration

Personal Services

Jurisdiction of Formation and Date of Formation

Jurisdiction (Country): United States
 Jurisdiction (State): Delaware
 Date of Formation: 06/01/2016

Name

Name in jurisdiction of formation, with no address in changes

Amendment Type

Amendment Type: Name Change

NEW NAME SEARCH

Entity Name: Fresh Direct, LLC

Upload Attachments

File Name: No records to view

Signatures Information

Printed Name	Signature	Title
Teresa Hudgins	Teresa Hudgins	Incorporator

REVIEW OF AMENDED APPLICATION FOR A CERTIFICATE OF REGISTRATION

Entity Information

Entity Name: Fresh Direct, LLC Entity Type: Limited Liability Company
 Entity ID: F120106 VA Qualification Date: 08/12/2016
 Status: Active VA Qualification Date: 08/12/2016
 Entity Email Address: Contact Number

Business Type

Industry Code: 0 - General

Duration

Personal Services

Jurisdiction of Formation and Date of Formation

Jurisdiction (Country): United States
 Jurisdiction (State): Delaware
 Date of Formation: 06/01/2016

Name

Name in jurisdiction of formation, with no address in changes

Amendment Type

Amendment Type: Name Change

Additional Information

NEW NAME SEARCH

Entity Name: Fresh Direct, LLC

Upload Attachments

File Name: No records to view

Signatures Information

Printed Name	Signature	Title
Teresa Hudgins	Teresa Hudgins	Incorporator

SHOPPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

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

Grand Total: \$75.00

total: \$75.00

CHECKOUT

Filing	Document Type	Entity Name	Created Date/Time	Fee	Action
Amended Application for a Certificate of Registration - Name Change	Amended Application for a Certificate of Registration - Name Change	Fresh Direct, LLC	04/23/2020 03:56 PM	\$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) 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* Email* Confirm E-mail* Phone Number* (999) 999-9999

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

Change a Business Entity Name

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

Note: Do not close the browser window.

- 35 You will be directed to a confirmation screen.

Agency Amount	\$25.00
LexisNexis Service Fee	\$.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	05/2022

Payment Authorization


Total Amount	\$25.00
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Acknowledgment

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

[Previous Page](#) [Pay Now](#)

CONFIRMATION

35 

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.