

INSTRUCTIONS FOR CERTIFICATE OF RELEASE OF ASSUMED OR FICTITIOUS NAME ON FILE WITH THE COMMISSION

Filing Requirements									
Required Fees	Filing Fee: \$10.00								
File Online Today	Paper Filing								
Visit https://cis.scc.virginia.gov to file a certificate of release of assumed or fictitious name in real time.	Download from https://scc.virginia.gov/pages/Forms-and-Fees complete, print, and mail or deliver to below address:								
Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">State Corporation Commission</td> <td style="width: 50%;">Courier Delivery Address</td> </tr> <tr> <td>Clerk's Office</td> <td>1300 E. Main St, 1st floor</td> </tr> <tr> <td>P.O. Box 1197</td> <td>Richmond, VA 23219</td> </tr> <tr> <td>Richmond, VA 23218-1197</td> <td></td> </tr> </table>	State Corporation Commission	Courier Delivery Address	Clerk's Office	1300 E. Main St, 1 st floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
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Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.								

SPECIFIC INSTRUCTIONS

A person who is no longer conducting business in Virginia under an assumed or fictitious name on file in the Office of the Clerk of the Commission may release the name by filing a certificate of release in the Office of the Clerk.

When a business entity has on file in the Office of the Clerk of the Commission certificates of assumed or fictitious name for the same name that have been filed in more than one city or county and it is no longer conducting business under the assumed or fictitious name in some, but not all, of the localities, instead of filing a certificate of release in the Office of the Clerk (which would release all of the filings), the business entity may consider simply filing a new certificate of assumed or fictitious name (which is a state-wide registration).

Signature Options

Use only one of the two signature options in the signature area. Generally:

Option A is to be used when the person who filed the certificate of assumed or fictitious name is an individual.

Option B is to be used when the person who filed the certificate of assumed or fictitious name is a business, legal, or commercial entity, and the person signing on behalf of the entity is an individual who is part of that entity's management.

Option C is to be used when the person who filed the certificate of assumed or fictitious name is a business, legal, or commercial entity, the person signing on behalf of the entity is another business, legal, or commercial entity that is part of the entity's management, and the person signing on behalf of the other entity is an individual who is part of that entity's management.

Important Information

Complete this form in English, type or print legibly in black, and use solid white paper with no visible watermarks or background logos.

Do not include personally identifiable information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.

Execution by fiduciaries and successors in interest

If the certificate of release will be signed by a court-appointed fiduciary of an individual, in Option A set forth on the Printed Name line the name of the estate (etc.), which must include the name of the individual listed in paragraph 1, and the name of the fiduciary and the fiduciary's title.

Example: Estate of John Doe, deceased
By: Mary Doe, Administrator [signature]

If the certificate of release will be signed by a successor in interest of a person who is not an individual, in Option C set forth: (i) on the Name of the Entity line, the name of the person listed in paragraph 1; (ii) on the first "By" line, the name of the successor in interest, (iii) on the adjacent "Title" line, the words "Successor in Interest;" (iv) on the Printed Name of Signer line, the name of the person signing on behalf of the successor in interest; and (v) on the adjacent Title line, the signer's title with the successor in interest

Example: ABC Corporation
By: XYZ LLC Successor in Interest
By: [signature]
John Doe Managing Member



Certificate of Release of Assumed or Fictitious Name on File with the Commission

Persuant to Section 59.1-70.1 of the Code of Virginia, the undersigned states as follows:

1. The name of the individual or entity who is releasing the assumed or fictitious name is _____.
2. The assumed or fictitious name under which the business was previously conducted that is being released is _____.
3. The foregoing assumed or fictitious name is on file in the office of the clerk of the State Corporation Commission and the individual or entity is no longer conducting business in the Commonwealth of Virginia under the assumed or fictitious name.
4. The SCC ID number assigned by the Commission to the individual or entity that is releasing the assumed or fictitious name is _____.

The Foregoing information is true and correct to the best of my knowledge and belief as of _____ (date)

A. (For an individual signing on his or her own behalf)

(printed name) (signature)

B. (For an individual signing on behalf of the business, legal, or commercial entity)

(name of entity in paragraph 1)

By: _____
(signature)

(printed name of signer) (title)

C. (For a business entity signing on behalf of the business, legal, or commercial entity)

(name of entity in paragraph 1)

By: _____
(name of business entity signing on behalf of the entity) (title)

By: _____
(signature)

(printed name of signer) (title)

Contact Information (optional) _____
(email address)

(telephone number)