

INSTRUCTIONS FOR CERTIFICATE OF ASSUMED OR FICTITIOUS NAME – INDIVIDUAL

Filing Requirements	
Required Fees	Filing Fee: \$10.00
File Online Today	Paper Filing
Visit https://cis.scc.virginia.gov to file a certificate of assumed or fictitious name for business conducted by an individual in real time. Questions? Visit the CIS help page at: https://www.scc.virginia.gov/businesses/cis-help for how-to guides and answers to frequently asked questions. Pay online with a credit card. No additional processing fees apply for filing online.	Download from https://www.scc.virginia.gov/businesses/forms-and-fees complete, print, and mail or deliver to below address: State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197 Courier Delivery Address 1300 E. Main St, 1 st floor Richmond, VA 23219 Include a check payable to State Corporation Commission. DO NOT SEND CASH.

SPECIFIC INSTRUCTIONS

- As of January 1, 2020, the Clerk's Office of the State Corporation Commission is the central filing office in Virginia for all certificates of assumed or fictitious name. A certificate of assumed or fictitious name must be prepared on a form prescribed by the commission
- A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviations "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as")
- No person may conduct or transact business in Virginia under an assumed or fictitious name unless the person files a certificate of assumed or fictitious name in the Office of the Clerk of the Commission.
- No person may use an assumed or fictitious name in the conduct of the person's business to intentionally misrepresent the geographic origin or location of the person.

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](#).



Form
SCC59.1-70-
IN
(Rev. 02/26)

State Corporation Commission

Certificate of Assumed or Fictitious Name

Business Conducted by an Individual

The undersigned individual states that he or she intends to conduct or transact business in the Commonwealth of Virginia under an assumed or a fictitious name and further states

1. The name of the individual who will be conducting business under the assumed or fictitious name is

_____.

2. The assumed or fictitious name under which the business will be conducted is

_____.

3. The post office address of the individual's office or residence, which must include a street address, city or town, state, and zip code, is

_____ (number/street) _____ (city or town) _____ (state) _____ (zip)

The Foregoing information is true and correct to the best of my knowledge and belief as of

_____ (date)

_____ (signature)

_____ (printed name)

Contact Information: _____ (email address)

_____ (telephone number)

Required Fee: \$10.00