

INSTRUCTIONS TO FORM SCC631 - APPLICATION FOR RESERVATION OR RENEWAL OF RESERVATION OF A BUSINESS ENTITY NAME

Filing Requirements			
Required Fees	Filing Fee: \$10.00		
File Online Today	Paper Filing		
Visit https://cis.scc.virginia.gov to file an application for reservation or renewal of reservation of a business entity name 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: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197 </td> <td style="width: 50%; vertical-align: top;"> Courier Delivery Address 1300 E. Main St, 1st floor Richmond, VA 23219 </td> </tr> </table> Include a check payable to State Corporation Commission. DO NOT SEND CASH.	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
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A proposed business entity name does not need to include an entity designation (such as “Inc.” or “LLC”) in order for it to be reserved.

The proposed business entity name for which a reservation is requested must be distinguishable upon the records of the Commission. See §§ 13.1-631, 13.1-830, 13.1-1013, 13.1-1215, or 50-73.3 of the Code of Virginia. To check the availability of a proposed business entity name, visit our website at <https://cis.scc.virginia.gov> or contact the Clerk’s Office at (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

A reserved business entity name may be used by its owner in connection with (i) the formation or an amendment to change the name of a domestic stock or nonstock corporation, limited liability company, business trust or limited partnership, (ii) an application for a certificate of authority or registration to transact business in the Commonwealth as a foreign stock or nonstock corporation, limited liability company, business trust or limited partnership, or (iii) an amended application for such authority or registration, provided that the proposed name complies with the provisions of § 13.1-630, § 13.1-762, § 13.1-829, § 13.1-924, § 13.1-1012, § 13.1-1054, § 13.1-1214, § 13.1-1244, § 50-73.2 or § 50-73.56, as the case may be.

“Applicant” is the individual or entity that will become the sole owner of the reserved name upon the filing of the application.

Renewals: The owner of a reserved business entity name may renew the reservation for successive periods of 120 days each by filing with the Commission, during the 45-day period preceding the date of expiration of the reservation, a renewal application. See §§ 13.1-631, 13.1-830, 13.1-1013, 13.1-1215, or 50-73.3 of the Code of Virginia.

A name reservation may be renewed only by or on behalf of the owner of the reserved name.

NOTES

The reservation of a business entity name that includes a restricted word (e.g., “bank” or “engineering”) does not ensure that the name will be accepted for use by the business entity for which it is intended. The determination of whether a reserved name can be used will be made when the business entity’s organizational instrument (e.g., articles of incorporation) is presented for filing. For more information regarding restricted words in a business entity name, see Frequently Asked Questions regarding Business Entity Names at <https://www.scc.virginia.gov/businesses/business-faqs/business-entity-names>.

The owner of a reserved business entity name may **transfer** the reservation to another person by submitting to the Clerk’s Office a written notice that sets forth the reserved name and the name and address of the person to whom the reserved name is to be transferred, accompanied by a check in the amount of \$10.00 made payable to State Corporation Commission. The notice must be signed by the owner or by the owner’s authorized agent.

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
SCC631
(Rev. 02/26)

State Corporation
Commission

Application for Reservation or Renewal of Reservation of a Business Entity Name

The undersigned makes this application, pursuant to § 13.1-631, § 13.1-830, § 13.1-1013, § 13.1-1215, or § 50-73.3 of the Code of Virginia, to **(MARK APPROPRIATE BOX)**:

- ☐ **Reserve** the following business entity name for a period of 120 days.
- ☐ **Renew** the reservation of the following business entity name for an additional period of 120 days.

BUSINESS ENTITY NAME BEING RESERVED OR RENEWED: _____

Applicant's printed name: _____
(see Instructions regarding "Applicant")

Applicant's mailing address: _____

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See §§ 13.1-612, 13.1-811, 13.1-1006, 13.1-1205, and 50-73.15 of the Code of Virginia.

Signature of Applicant or
Applicant's authorized agent: _____

If the applicant is a business entity or the application is signed by an authorized agent of the applicant, the following must be completed:

(printed name of the person who signed above)

(title (e.g., authorized agent or president))

Phone number of Applicant or
Applicant's authorized agent (optional): (_____) _____ - _____

Required Fee: \$10.00