

# Foreign Business Registration Checklist

Prior to completing a Foreign business registration filing online through the [Clerk's Information System \(CIS\)](#), or via a paper form, please read through the check list below to ensure you have all of the necessary information and documentation to submit along with your filing.

## Certified Copies

- ☐ A certified copy of the **articles of organization, incorporation, or trust**
- ☐ A certified copy of **each amendment** to the articles if applicable
- ☐ A certified copy of **each merger, conversion or domestication** pertaining to the business, if applicable

*Must be certified by the secretary of state, or other public official having custody of business records, in the jurisdiction where the business is organized*

*Must provide complete documents and their certifications*

*Certification date on the copies must be no more than 12 months old*

*Cannot accept the original articles or a certificate by the secretary of state that merely certifies the existence of good standing of the business*

## Sample Certifications by State

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## Outstanding Fees

- If the business was previously registered to transact business in the Commonwealth of Virginia, **all outstanding fees must be paid prior to registering.**

## General Business Information

- **Industry code** “0 – General” should be used unless a member of the Clerk’s office has instructed you otherwise.
- The **company name** on the registration application must match the name of the company on the articles unless it is either unallowable or undistinguishable in the state of Virginia. The table below lists the words that must be included in the business name by business type.

Business Type	Naming Requirements
Stock corporation	<i>Company, corporation, incorporated, limited, Co., Corp, Inc., OR Ltd.</i>
Professional Stock	<i>Company, corporation, incorporated, limited, (A) professional corporation, Co., Corp, Inc., Ltd., PC, OR P.C.</i>
Limited Liability Company (LLC)	<i>Limited company, limited liability company, LC, L.C., LLC, OR L.L.C.</i>
Professional LLC	<i>Limited company, limited liability company, (A) Professional Limited Company, (A) Professional Limited Liability Company, LC, L.C., LLC, L.L.C., P.L.C., PLC, P.L.L.C., OR PLLC</i>
Limited Partnership	<i>Limited partnership, LP, OR L.P.</i>
General Partnership	<i>Registered Limited Liability Partnership, Limited Liability Partnership, RLLP, R.L.L.P., LLP, OR L.L.P.</i>

- Every foreign business authorized to transact business in Virginia is required by law to continuously maintain a registered agent. You *must* have a registered agent in the state of Virginia prior to completing the foreign registration application. **The registered agent must be an individual resident of Virginia or a business authorized to transact business in Virginia.** For help with Registered Agents visit our [FAQ page](#).
- **Corporations Only:** Read through your certified copy and if it states that the company is authorized to issue shares, you must apply as a stock corporation.

## Signatures

Business Type	Signature Requirements
LLC	individual with title of <i>member</i> or <i>manager</i> . The title <i>owner</i> is not acceptable.
Corporation	The chairman or any vice-chairman of the board of directors, the president, any officer authorized to act on behalf of the corporation
Limited Partnership	A general partner
General Partnership	At least two general partners