

Apply for a Certificate of Good Standing in the Clerk's Information System

To prove the existence and compliance of your Virginia corporation or foreign corporation authorized to transact business in Virginia, you can apply for a Certificate of Good Standing online with the Clerk's Office. This how-to guide will walk you through applying for a Certificate of Good Standing online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

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 Services, click **Certificate of Good Standing**.

4 Enter your **Entity Name** or **Entity ID** and click **Search**.

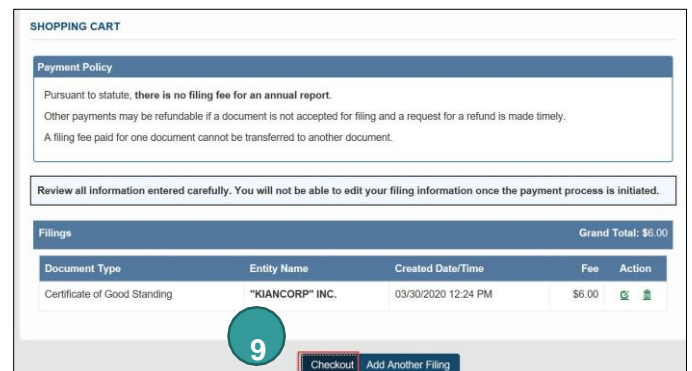
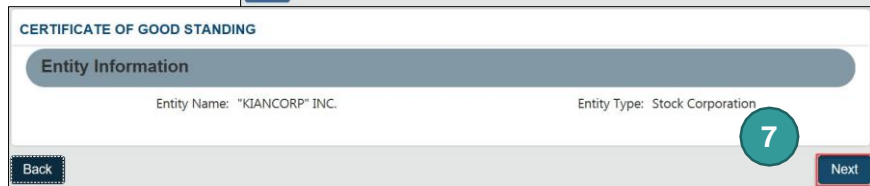
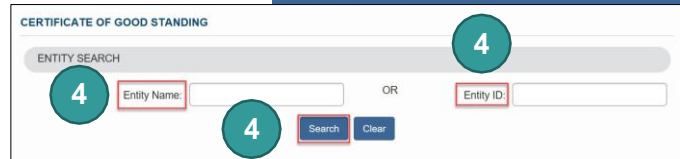
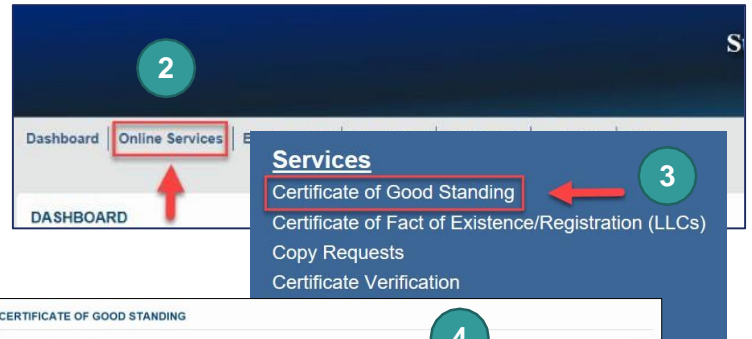
5 Click the **Select** button next to your business's name. **DO NOT** click the green entity name.

6 Click **Continue**.

7 Click **Next**.

8 Click **Add To Shopping Cart**.

9 Click **Checkout**.



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- 10 Click **Go To Payment**.
- 11 Review the Confirmation information and click **I Agree** to continue with your payment.

NOTE: You will be taken to a site administered by LexisNexis to complete your payment.

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

- 13 Click **Continue**.

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

Note: Do not close the browser window.

- 15 You will be directed to a confirmation screen.

The screenshot shows a 'CHECKOUT' page with a table of items. A confirmation dialog box is overlaid on top, asking the user to agree to the terms. The 'Go To Payment' button is highlighted with a red box and a green circle labeled '10'.

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Certificate of Good Standing	*KIANCORP* INC.	03/30/2020 12:24 PM	\$6.00	Approved

Grand Total: \$6.00

The screenshot shows the 'Billing Address' and 'Payment Information' sections. The 'Billing Address' section includes fields for Address Type, Name, Zip Code, Address Lines, City, State, E-mail, and Phone Number. The 'Payment Information' section includes fields for Payment Type (Card), Card Number, Expiration Month/Year, Security Code, and a Captcha field. A 'Continue' button is highlighted with a red box and a green circle labeled '13'.

The screenshot shows the 'Billing Address' and 'Payment Information' sections. The 'Payment Information' section includes a 'Payment Authorization' section with a radio button for 'Acknowledgment' and a 'Pay Now' button highlighted with a red box and a green circle labeled '14'.

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Certificate of Good Standing	*KIANCORP* INC.	03/30/2020 12:30 PM	\$6.00	Approved

Total Paid: \$6.00

The screenshot shows a 'CONFIRMATION' screen with a green checkmark and the text 'Submission Successful'. Below the confirmation message is a table with the same data as the previous screenshots. A 'Pay Now' button is highlighted with a red box and a green circle labeled '14'.