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

<table>
<tr><th colspan="2">Filing Requirements</th></tr>
<tr><td>Required Fees</td><td>Filing Fee: $10.00</td></tr>
<tr><td>File Online Today</td><td>Paper Filing</td></tr>
<tr><td>Visit https://cis.scc.virginia.gov to file a certificate of release of assumed or fictitious name in real time.<br><br>Questions?<br>Visit the CIS help page at:<br>https://www.scc.virginia.gov/businesses/cis-help for how-to guides and answers to frequently asked questions.</td><td>Download from https://www.scc.virginia.gov/businesses/forms-and-fees/ complete, print, and mail or deliver to below address:<br><br>State Corporation Commission<br>Clerk's Office<br>P.O. Box 1197<br>Richmond, VA 23218-1197<br><br>Courier Delivery Address<br>1300 E. Main St, 1st floor<br>Richmond, VA 23219</td></tr>
<tr><td>Pay online with a credit card. No additional processing fees apply for filing online.</td><td>Include a check payable to State Corporation Commission. DO NOT SEND CASH.</td></tr>
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## 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 three 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.

### 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

### 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 SCC59.1-70.1-CO (Rev. 02/2026)

State Corporation Commission

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

Pursuant 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)

**Required Fee $10.00**