

CERTIFICATE OF ASSUMED OR FICTITIOUS NAME (A LAYMAN’S OVERVIEW)

This information and attachment is provided for general information only. **Your best source of information about fictitious names is from an attorney.** We recommend that you provide your attorney a copy of this overview, so he/she will have a starting point of where this policy is originating.

When a person chooses to operate a business under a name that is not his/hers actual name, the business is said to be operating under an assumed or a fictitious name. Assumed or fictitious names can be used in Virginia provided that they are recorded in accordance with the law (Code of Virginia 59.1-69). The purpose of recording an assumed or fictitious name is to prevent fraud and deceit in business.

Businesses located **inside** Virginia will record this certificate with the Office of the Clerk of Court in which deeds are recorded, in the city or county where the business is to be conducted.

Businesses located **outside** Virginia will record this certificate with the City of Richmond, Virginia, and other cities and counties where business will be conducted. Please call the Clerk of the Court in the city of Richmond, at **1-804-646-6530** for more information.

Firms that are required to register with the Virginia State Corporation Commission (SCC) may need to file a copy of Certificate of Assumed or Fictitious Name with them.

In order to document your firm’s fictitious name, please submit a copy of your firm’s recorded certificate of assumed or fictitious name to the Prequalification Office. Your firm’s registered name will be processed to place on your Certificate of Qualification once the documentation is received.

SCC FAQs on Fictitious Names:

<http://www.scc.virginia.gov/clk/befaq/fict.aspx>