

**Certificate of Release
of Assumed or Fictitious Name
on File in a Circuit Court**

The undersigned individual or business, legal, or commercial entity ("the person") states that the person named below is no longer conducting business in the Virginia city or county identified in paragraph 3 under the assumed or fictitious name specified in this Certificate of Release and is releasing the name by filing this Certificate of Release, and further states that:

1. The name of the person who conducted business under the assumed or fictitious name set forth in paragraph 2 is

_____.

2. The assumed or fictitious name under which the business was conducted and that is being released is

_____.

3. The foregoing assumed or fictitious name is on file in the circuit court of

_____.

Only list one circuit court.
See Instructions.

ACKNOWLEDGEMENT

I certify that the foregoing 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)

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)

State/Commonwealth of _____

[] City [] County of _____

Subscribed and acknowledged before me, this _____ day of _____, 20____,

by _____

Name of Signer

[] Clerk/Deputy Clerk [] Notary Public

My commission expires: _____, 20____

Registration No.: _____

Instructions to Form SCC59.1-70.1 CC

This form is to be used by a person who is releasing an assumed or a fictitious name that is of record in a Virginia circuit court.

File a completed form in the clerk's office of the appropriate circuit court.

Paragraph 3

Complete a separate form for each circuit court in which a filed assumed or fictitious name is to be released.

Verified Signature

The form must be signed before the Clerk or a Deputy Clerk of a Virginia circuit or general district court, or before a notary public authorized to administer oaths in the jurisdiction in which the release is signed.

The signer will need to verify his or her identity by presenting to the person before whom the acknowledgement is made an unexpired state driver's license or other acceptable form of identification before signing the certificate of release.

Acknowledgement Options

Use only one of the three signature options in the Acknowledgement 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 a part of the 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 a part of the entity's management, and the person signing on behalf of the other entity is an individual who is a part of that entity's management.

Filing Fee

The fee to file a certificate of release is \$10.00. Make checks payable to the Clerk of the Circuit Court.

Execution by fiduciaries and successors in interest

If the certificate of release will be signed by a court-appointed fiduciary of an individual, in Acknowledgement 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 court-appointed fiduciary of a person who is not an individual, in Acknowledgement Option B set forth: (i) on the Name of Entity line, the name of the person listed in paragraph 1; (ii) on the Printed Name of Signer line, the name of the fiduciary; and (iii) on the Title line, the fiduciary's title.

Example: ABC Corporation
By: [signature]
Mary Doe Liquidating Trustee

If the certificate of release will be signed by a successor in interest of a person who is not an individual, in Acknowledgement Option C set forth: (i) on the Name of 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

SCC Filings

A fictitious name that is of record with the Virginia State Corporation Commission may be released by filing form SCC59.1-70.1-CO with the Commission. For additional information, visit scc.virginia.gov/clk/index.aspx.