

# Articles of Organization of a Virginia Limited Liability Company (LLC) Instructions

- Purpose:** Use this document to form your Virginia LLC.
- Filing Options:** You may submit this form three ways:
1. File online at [cis.scc.virginia.gov](https://cis.scc.virginia.gov). Use the [Form a New Virginia LLC guide](#) for step-by-step instructions.
  2. Complete and mail to P.O. Box 1197, Richmond, VA 23218-1197 or
  3. Complete and deliver to 1300 East Main Street, Tyler Building, 1st Floor, Richmond, VA 23219.
- Fee:** There is a \$100 filing fee. Please make payment payable to the State Corporation Commission.
- General:**
- Use English language.
  - Avoid processing errors by handwriting in legible black ink letters or typing.
  - Follow this additional guideline if you are preparing your own articles of organization: use solid letter size white paper with minimum 1.25" top margin and 0.75" all other sides
  - Do not include any attachments. This form meets all of the requirements.
- Resources:** Use these resources to learn more.
- FAQs: [LLC](#), [Registered Agent and Office Addresses](#) and [Business Entity Names](#)
  - [New Business Resources](#)
  - [How-to Form a New Virginia LLC Online](#)
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- Section I:**  
LLC  
Information
- Limited Liability Company Name Requirements:*
- Name contains one of the following: Limited Company; Limited Liability Company; L.C.; LC; L.L.C.; or LLC
  - Name is unique. Businesses on record with the Commission cannot have the same name. [Name Availability Check](#) confirms the uniqueness. Complete this check before you submit.
  - Name cannot use language that refers to different business type (i.e. corporation).
  - Name cannot represent a type of service it will not provide (i.e. banking).
- There are restricted words that may require additional information or review. See [Business Entity Names FAQs](#) for more information.
- Section II:**  
Principal Office
- The principal office is the location of the LLC's principal executive offices. You may not use a post office box.
- Section III:**  
Registered  
Agent
- A registered agent is a person who accepts documents and notices on behalf of the LLC. The LLC may not act as its own registered agent and may only have one registered agent. See [Registered Agents and Office Addresses](#) for information.
- Section IV:**  
Qualification
- Select **one** box. A registered agent must meet at least one of the listed qualifications.
- Section V:**  
Registered  
Office
- The registered office is the business office for the registered agent.
- Registered Office Address Requirements:*
- The physical address is in Virginia.
  - Virtual office or a mail drop, commercial mail receiving agency is not acceptable.
  - Provide a complete physical address. It includes street name and number, city, state, zip code and the county or city name where the office is located. Post Office box is only acceptable when the town/city has a population of less than 2,000.
- Section VI:**  
Signatures of  
Organizers
- All organizers must sign. If a business entity is the organizer, the signature block must include the name of the business as well as the name and title of the individual signing on behalf of the organizer. (e.g., ABC Corporation as organizer, by Joe Doe, President).

*It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing.*

DO NOT RETURN INSTRUCTION PAGE WITH THE SIGNED STATEMENT



Form  
**LLC1011**  
(Rev. 04/23)

State Corporation  
Commission

## Articles of Organization of a Virginia Limited Liability Company

### Section I: LLC Information

Enter a unique name. It must contain **limited liability company, limited company or an abbreviation**.  
Complete a [Name Availability Check](#) to confirm the name is unique.

LLC Name Greentown Burgers LLC

LLC Contact Number (optional): (540) 555-1234 LLC Email (optional): john.green@greentownburgers.com

### Section II: Principal Office Address

Enter the complete physical address of the LLC principal executive office. Provide a street number and name.

Address Line 1: 123 Main Street

Address Line 2: \_\_\_\_\_

City: Harrisonburg State: VA Zip Code: 22801

### Section III: Registered Agent

Enter the initial registered agent's name. The LLC cannot act as their own registered agent.

Registered Agent Name Sara Thompson Registered Agent Email (optional) \_\_\_\_\_

### Section IV: Qualification

Choose **one** qualification for the registered agent.

1) An Individual who is a resident of Virginia **and**

- ☐ a member of the Virginia State Bar.
- ☒ a member or manager of the LLC.
- ☐ an officer or director of a corporation that is a member or manager of the LLC.
- ☐ a general partner of a general or limited partnership that is a member or manager of the LLC.
- ☐ a trustee of a trust that is a member or manager of the LLC.
- ☐ a member or manager of an LLC that is a member or manager of the LLC or

2) ☐ a domestic or foreign stock or nonstock corporation, limited liability company or registered limited liability partnership authorized to transact business in Virginia.

### Section V: Registered Office Address

Enter the physical address of the initial registered office which is identical to the business office of the registered agent. Provide a street number and name.

Address Line 1: 123 Main Street

Address Line 2: \_\_\_\_\_

City: Harrisonburg State VA Zip Code: 22801

☐ City ☐ County County / City name: \_\_\_\_\_

### Section VI: Signatures

Organizer(s) must sign.

Signature \_\_\_\_\_ Printed name John Green Date 07/22/2024

## Articles of Organization Checklist

It is easy to forget or overlook something. Use this checklist to save time by avoiding common errors.

- ☐ Check [name availability](#) to ensure your LLC name is unique.
- ☐ Confirm your name includes limited liability company, limited company or an abbreviation.
- ☐ Include at least one signature of an organizer.
- ☐ Enclose \$100 filing fee. Please make it payable to the State Corporation Commission.
- ☐ Remove any enclosed documents. Only send the form.