

APPLICATION TO REGISTER AN ORGANIZATION NAME

TO THE SECRETARY OF THE COMMONWEALTH OF VIRGINIA:

I, _____ (name), the _____ (title of chief officer of the organization) of _____ (name of organization to be registered), hereby apply for the registration of the name of this organization, in accordance with Sections 2.2-411 through 2.2-415 of the *Code of Virginia*.

The address of the organization is:

The telephone number is: (_____) _____

Email address: _____

By signing this application, I certify that I am authorized by this organization to submit this application on its behalf, that I am aware of no reason why it should not be granted, that all information provided is complete and correct, that the application is not considered complete without payment of the fee and that the fee is not refundable or transferable under any circumstances.

I acknowledge that this registration, if approved, expires on December 31 of this calendar year and must be renewed during the month of December in order for registration to be continued for the next calendar year, and that failure to receive a notice regarding renewal shall not constitute a basis for any relief whatsoever, including any waiver or extension of time to renew.

I further acknowledge that this registration may be discontinued prior to its expiration if the Secretary of the Commonwealth finds that this application contains any inaccurate or

misleading information, including the validity of the address and telephone number, unless written notification of a change of address or phone number has been submitted to the Office of the Secretary of the Commonwealth.

Signature of Chief Officer

Date

COMMONWEALTH OF VIRGINIA

City/County of _____ to wit

I _____, a notary public for the Commonwealth of Virginia, acknowledge that _____, whose signature appears hereon, personally appeared before me this ____ day of _____, 20 ____, and signed this application in my presence.

Notary Public

My commission expires: _____

Send completed application to: **Organization Registrar
Office of the Secretary of the Commonwealth
P. O. Box 2454
Richmond, Virginia 23218**