CLERK'S OFFICE OF THE CITY OF RICHMOND CIRCUIT COURT
EDWARD F. JEWETT, CLERK

APPLICATION FOR SECURE REMOTE ACCESS TO RICHMOND CITY CIRCUIT COURT RECORDS MANAGEMENT SYSTEM (SRA)

This application must be completed by <u>each individual user</u> for access to land records.

The approval of this application is at the Clerk of the Circuit Court's discretion. By signing this application, the Subscriber acknowledges and accepts the terms and conditions of the *Subscriber Agreement for Secure Remote Access to Richmond City Circuit Court Land Records* as incorporated by reference herein.

All information below is mandatory (print clearly)

CHECK ONE: **NEW APPLICANT _____** **RENEWAL APPLICANT _____**

APPLICANT'S LAST NAME: _____

APPLICANT'S FIRST NAME: _____

BUSINESS NAME, IF APPLICABLE: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

UNITED STATES CITIZEN: ( ) YES ( ) NO

ARE YOU CURRENTLY SUBSCRIBED TO "SRA" IN ANOTHER COURT? _____

I certify that the information above is true and correct.

APPLICANT SIGNATURE: _____

City / County of: _____
State of :_____

I, _____, a Notary Public or Deputy Clerk, do hereby certify that on this _____ day of _____, 20____, _____ personally appeared before me and swore and acknowledged to me that the statements contained herein are true and correct.

My Commission Expires: _____ _____
Signature of Notary Public or Deputy Clerk

Commission Number: _____ _____
Print or Type Name and Phone # of Notary

****

For use by the Circuit Court Clerk's Office Only

SUBSCRIBER ID _____ PASSWORD _____ EXPIRATION DATE _____

AUTHORIZED BY _____

Mail this completed application with payment to:

Clerk of the Richmond City Circuit Court
Attn: SRA Subscription
400 N. 9th Street, Richmond, VA 23219.

Make checks payable to: Edward F. Jewett, Clerk

The Subscriber's ID, password and expiration date with instructions will be e-mailed to you if approved.