

**Office Use Only**

Approved/Denied \_\_\_\_\_

Activated/Renewed: \_\_\_\_\_

Subscription term:  
\_\_\_\_\_ to \_\_\_\_\_

**Application for Renewal of  
Secure Remote Access  
Spotsylvania Circuit Court Clerk's Office**

***Business Subscriber Renewal Application***

Application is hereby made for renewal of access to the Secure Remote Access site of the Spotsylvania Circuit Court Clerk's Office. The approval of this Application is at the discretion of the Circuit Court Clerk.

Business Name: \_\_\_\_\_

Authorized Representative<sup>1</sup>: \_\_\_\_\_  
Name/Title

Physical Address: \_\_\_\_\_  
(PO Boxes not acceptable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*By signing the Renewal Application, the Subscriber acknowledges and accepts the renewal of the terms and conditions of the Spotsylvania Circuit Court Clerk's Office's Business Subscriber Agreement for Secure Remote Access and an extension of that Agreement for a one year period.*

Signature: \_\_\_\_\_

I certify that the information above and the attachment (list of users) are true and correct.

<sup>1</sup> A list of individual users will need to be completed on the next page.

**Application for Renewal of Secure Remote Access  
Spotsylvania Circuit Court Clerk's Office**

***Business Subscriber Renewal Application - Attachment Listing Individual Users***

Business Name: \_\_\_\_\_

Primary Contact for Clerk's Office: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Primary Contact E-mail Address: \_\_\_\_\_

List of Authorized Users Requested:	E-mail Address:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

**Users listed above must complete an Individual Application and Agreement.**

Requests that user names be transferred to another user within the organization (e.g., upon employee terminations) shall be made directly in writing to the Clerk's Office via a SRA Change Form. An Individual Application and Subscriber Agreement must be completed and submitted for the new user.

*\* A nonresident entity (i.e., a business not based in Virginia) must demonstrate that such entity is authorized to do business in Virginia and is in good standing with the State Corporation Commission or other applicable state or federal regulatory agency. \**