

**Application for Access to the City of Chesapeake Clerk of Circuit Court
Secure Remote Access Site**

Business Subscriber

Application is hereby made, pursuant to Virginia Code Section 2.2-3808.2 (D)(1), for access to the City of Chesapeake Clerk of Circuit Court Secure Remote Access Site. The **approval** of this application is at the Clerk of Circuit’s **discretion**.

Business Name: _____

Authorized Representative Name¹: _____

Business Address: _____

Business form (C corp, S corp, LLC, LLP, etc.): _____

E-mail Address: _____

Phone Number: _____

Do you have a Taxpayer Identification Number (TIN) assigned by the Internal Revenue Service? YES NO (Please Circle one)

Signature: _____

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

City/County of: _____ State of: _____

I, _____, a Notary Public, do hereby certify that on this ____ day of
(Name of Notary)

_____, 20____, _____ personally appeared before me and
(Name of Applicant/Subscriber)

swore and acknowledged that the statements contained herein are true and correct.

My commission expires: _____
Notary Public

Name and phone number of Notary: _____

For Use by Circuit Court Clerk’s Office Only:

Application received date: _____

Notification result: _____

Notification date: _____

Subscriber ID assigned: _____

Password assigned: _____

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

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Business Subscriber Attachment for Individual Users

Business Name: _____

Primary Contact for Clerk's Office: _____

Primary Contact Phone Number: _____

Primary Contact e-mail Address: _____

List of Requested Authorized Users:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

A notarized and fully completed original of the individual application must be completed for each user listed above. Additional users may be added by submitting additional individual applications.

Requests that user names be transferred to another user within the company shall be made directly to the Clerk's office, and an individual application must be completed and submitted for the new user.