

## Chesterfield Circuit Court Clerk's Office

### Checklist for Obtaining Secure Remote Access to Land Records

#### Individual Users:

- ❑ Complete an Individual Application for Secure Remote Access.
- ❑ Complete the Individual Subscriber Agreement for Secure Remote Access.
- ❑ Create a user account on the Chesterfield Secure Remote Access site (first-time users only).
- ❑ First-time users: With the completed Application and Agreement, submit cash or a **cashier's check** or money order payable to the Chesterfield Circuit Court Clerk in the amount of \$600.00 (or \$300.00 if planning to pay in six-month increments).
- ❑ Previous subscribers: With the completed Application and Agreement, submit cash, check or money order payable to the Chesterfield Circuit Court Clerk in the amount of \$600.00 (or \$300.00 if planning to pay in six-month increments). *Previous subscribers may pay by personal or business check but should be aware that, pursuant to Virginia law, there is a returned check fee for checks unpaid by the financial institution. At the Clerk's discretion, any subscriber may be required to pay with cash or certified funds.*

#### Business Users

- ❑ *Business principal*
  - Complete a Business Application for Secure Remote Access.
  - Complete the Business Subscriber Agreement for Secure Remote Access.
- ❑ *Each business user identified in the Business Subscriber Application:*
  - Complete an Individual Application for Secure Remote Access.
  - Complete the Individual Subscriber Agreement for Secure Remote Access.
  - Create a user account on the Chesterfield Secure Remote Access site (first-time users only).
- ❑ First-time users: With ALL completed Applications and Agreements, submit cash or a **cashier's check** or money order payable to the Chesterfield Circuit Court Clerk in the amount of \$600.00 per user (or \$300.00 per user if planning to pay in six-month increments).
- ❑ Previous subscribers: With ALL completed Applications and Agreements, submit cash, check or money order payable to the Chesterfield Circuit Court Clerk in the amount of \$600.00 per user (or \$300.00 per user if planning to pay in six-month increments). *Previous subscribers may pay by personal or business check but should be aware that, pursuant to Virginia law, there is a returned check fee for checks unpaid by the financial institution. At the Clerk's discretion, any subscriber may be required to pay with cash or certified funds.*