

Office Use Only

Orig. Agmt. Date _____
Acct Renewed by _____
Subscription Term:
_____ to _____

Paid in Full/\$300 Due _____
Initial exp. date _____

**Chesterfield Circuit Court Clerk's Office
Secure Remote Access Renewal - Business**

Business Subscriber Renewal Application/Agreement

The Business Subscriber listed below hereby requests a one-year renewal of its SRA Agreement and subscription *still in effect**. Said renewal is requested to begin immediately upon expiration of the existing subscription. The approval of this request is at the discretion of the Circuit Court Clerk.

Business Name: _____

Authorized Representative¹: _____
Name/Title

Physical Address: _____

(PO Boxes not acceptable)

Mailing Address: _____

Email Address: _____

Phone Number: _____

By signing the Application, the Subscriber re-acknowledges and accepts the terms and conditions of the Chesterfield Circuit Court Clerk's Office's Individual Subscriber Agreement for Secure Remote Access (Rev. 6/4/2015 or after) previously executed.

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

*** RENEWAL FORM CANNOT BE USED IF PREVIOUS SUBSCRIPTION/ACCOUNT HAS EXPIRED.**

Payment Requirements: 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). Visa and MasterCard payments are also accepted. A \$2.00 convenience fee will be assessed on all Visa/MasterCard transactions.

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

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Business Subscriber - Attachment Listing Individual Users

Business Name: _____

Primary Contact for Clerk's Office: _____

Primary Contact Phone Number: _____

Primary Contact Email Address: _____

Current Users For Whom Renewal is Requested: Email Address:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Users listed above must complete an Individual Subscriber Renewal Application/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. The new user must complete and submit a full Individual Application and Subscriber Agreement.