

Office Use Only

Approved/Denied _____

Action taken: _____

**Chesterfield Circuit Court Clerk's Office
Secure Remote Access to Land Records**

SRA Change Form for Business Subscribers

The Business Subscriber listed below hereby requests a change to SRA access as described on the attached. The approval of this request is at the discretion of the Circuit Court Clerk.

Business/Government Entity Name: _____

Authorized Representative¹: _____
Name/Title

Physical Address: _____
(PO Boxes not acceptable) _____

Mailing Address: _____

E-mail Address: _____

Phone Number: _____

By signing the SRA Change Form, the Subscriber re-acknowledges and accepts the terms and conditions of the Chesterfield Circuit Court Clerk's Office's Business Subscriber Agreement for Secure Remote Access (previously executed).

Signature: _____

I certify that the information above and on the attachment is true and correct.

State/Commonwealth of: _____ City/County of: _____

I, _____, a Notary Public, do hereby certify that on this ____ day of
(Name of Notary)
_____, 20____, _____ personally appeared before me and
(Name of Authorized Representative)

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

My commission expires: _____
Notary Public

Notary's phone number: _____

Notary's registration number and seal (required for VA notaries): _____

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

SRA Change Form for Business Subscribers
Attachment Listing Change(s) Requested

Business/Government Entity Name: _____

Primary Contact for Clerk's Office: _____

Primary Contact Phone Number: _____

Primary Contact E-mail Address: _____

Check applicable change(s):

- Employee(s) access should be terminated as listed below.**

Name:	Reason (e.g., separation):
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

- Substitute(s) requested for terminated user(s) as listed below.**

List of Substitute Authorized User(s) Requested:	E-mail Address:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Attach additional documentation as necessary.

Each prospective user must complete an Individual Application and Agreement.

** Requests for additional users (i.e. not a substitute) cannot be processed on an SRA Change Form. A new Business Subscriber Application and Agreement listing the additional user(s) should be submitted, in addition to the appropriate Individual Application(s) and Agreement(s). **