

Henrico Circuit Court Clerk's Office

Checklist for Obtaining Secure Remote Access to Land Records

General Note:

- **Applications and user agreements** are sent to the Henrico County Clerk of Circuit Court's office for approval.
 - The mailing address is:
 - Henrico Clerk of Circuit Court
 - ATTN: SRA Application
 - P.O. Box 90775
 - Henrico, Virginia 23273
 - The overnight delivery address is:
 - Henrico Clerk of Circuit Court
 - ATTN: SRA Application
 - 4309 E. Parham Road, Room 230
 - Henrico, Virginia 23228
- **Payments** will be sent to Logan Systems, Inc. Payments can be made by credit card (with an additional convenience fee of 4%) or by check. Once your application has been approved, you will receive an e-mail with payment options. If sending a check, use this address:
 - Logan Systems, Inc.
 - Attn: Henrico SRA
 - 4003 Clifton Road
 - Greensboro, NC 27407
- **Government users** should contact the Clerk's office directly for application and subscription details.

First Time Individual Users:

- Complete an Individual Application for Secure Remote Access and send to the Clerk's office
- Complete the Individual Subscriber Agreement for Secure Remote Access and send to the Clerk's office.
- Create a user account on the Henrico Secure Remote Access site (first-time users only).
- After approval, you will be contacted with payment options. Once payment has been received, the account will be activated and you will receive a confirmation e-mail with your subscription expiration date.

Renewing Individual Users:

- Complete an Individual User's Agreement and send to the Clerk.
- After approval, you will be contacted with payment options. Once payment has been received, the account will be activated and you will receive a confirmation e-mail with your subscription expiration date.

First Time Business Users:

- Business principal
 - Complete a Business Application for Secure Remote Access.
 - Complete the Business Subscriber Agreement for Secure Remote Access.
 - 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. Attach applicable certificates/documentation to the Application.
 - After approval, you will be contacted with payment options. Once payment has been received, the account will be activated and you will receive a confirmation e-mail with your subscription expiration date.
- 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 Henrico Secure Remote Access site (first-time users only).

Renewing Business Users:

- Complete a business users renewal agreement and send to the Clerk.
- Update any user changes
- After approval, you will be contacted with payment options. Once payment has been received, the account will be activated and you will receive a confirmation e-mail with your subscription expiration date.