

Office Use Only

Approved/Denied _____

Activated/Renewed: _____

Subscription term:
_____ to _____

**Application for Renewal of
Secure Remote Access
Henrico Circuit Court Clerk's Office**

Government Subscriber Renewal Application

Application is hereby made for renewal of access to the Secure Remote Access site of the Henrico Circuit Court Clerk's Office. The approval of this Application is at the discretion of the Circuit Court Clerk.

Government Entity Name: _____

Authorized Representative¹: _____
Name/Title

Physical Address: _____
(PO Boxes not acceptable) _____

Mailing Address: _____

E-mail Address: _____

Phone Number: _____

By signing the Renewal Application, the Subscriber acknowledges and accepts the renewal of the terms and conditions of the Henrico Circuit Court Clerk's Office's Government Subscriber Agreement for Secure Remote Access and an extension of that Agreement for a one year period.

Signature: _____

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

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

**Application for Renewal of Secure Remote Access
Henrico Circuit Court Clerk's Office**

Government Subscriber Renewal Application - Attachment Listing Individual Users

Government Entity Name: _____

Primary Contact for Clerk's Office: _____

Primary Contact Phone Number: _____

Primary Contact E-mail Address: _____

List of Authorized Users Requested:	E-mail Address:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Users listed above who are renewing, rather than becoming users for the first time or replacing a previous user, may complete an Individual Subscriber Renewal Application for Government Users.

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. An Individual Application and Subscriber Agreement must be completed and submitted for the new user.