

**Application for Access to the Caroline County Clerk of Circuit Court  
Secure Remote Access Site**

**Business Subscriber**

Application is hereby made, pursuant to Virginia Code Section 2.2-3808.2 (D)(1), for access to the Caroline County Clerk of Circuit Court Secure Remote Access Site. The **approval** of this application is at the Clerk of Circuit’s **discretion**.

Business Name: \_\_\_\_\_

Authorized Representative Name<sup>1</sup>: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business form (C corp, S corp, LLC, LLP, etc.): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Do you have a Taxpayer Identification Number (TIN) assigned by the Internal Revenue Service? YES NO (Please Circle one)

Signature: \_\_\_\_\_

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

City/County of: \_\_\_\_\_ State of: \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_ day of  
(Name of Notary)

\_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me and  
(Name of Applicant/Subscriber)

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

My commission expires: \_\_\_\_\_  
Notary Public

Name and phone number of Notary: \_\_\_\_\_

Notary registration number (if applicable): \_\_\_\_\_

<sup>1</sup> A list of individual users will need to be completed on the third page.

**For Use by Circuit Court Clerk's Office Only:**

Application received date: \_\_\_\_\_

Notification result: \_\_\_\_\_

Notification date: \_\_\_\_\_

Subscriber ID assigned: \_\_\_\_\_

Password assigned: \_\_\_\_\_

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**Business Subscriber Attachment for Individual Users**

Business Name: \_\_\_\_\_

Primary Contact for Clerk's Office: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Primary Contact e-mail Address: \_\_\_\_\_

List of Requested Authorized Users:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**A notarized and fully completed original of the individual application must be completed for each user listed above. Additional users may be added by submitting additional individual applications.**

Requests that user names be transferred to another user within the company shall be made directly to the Clerk's office, and an individual application must be completed and submitted for the new user.