

**Caroline County Clerk of Circuit Court
Secure Remote Access Site Application Information**

Application Process

1. Secure Remote Access: The Clerk will provide a secure remote access system. This system will allow the subscriber to access digitized land records and other selected records maintained by the Clerk in a digitized format. The records available on the secure remote access site are listed in Attachment A of the **Caroline County Clerk of Circuit Court Secure Remote Access Site Subscriber Agreement**. The Clerk reserves the right to modify the available records from time to time.
2. Application: A potential subscriber must complete the **Caroline County Secure Remote Access Site Application**. A copy of the application may be picked up at the Clerk's office, or may be downloaded from the front page of the secure remote access site (www.carolinevacocc.org). There are different versions of the application and Contract for businesses and individuals. The applicant must complete the application and present the application in person at the Clerk's office. If a business entity is making the application, at least one of the authorized users listed on the application shall present the application in person at the Clerk's office.
3. Submission of Fees: Applicants shall submit payment with their application by check made payable to Clerk of Circuit Court. Please reference secure remote access annual fee in the reference line of the check.
4. Submission of Signed Contract: All applicants shall submit the **Caroline County Clerk of Circuit Court Secure Remote Access Site Subscriber Agreement** with the application. The agreement shall be signed by the applicant, if the applicant is an individual. The agreement shall be signed by an authorized representative of the business entity if the applicant is a business entity.
5. Term of Agreement and Fees: The term of this agreement is one year. The annual fee is \$600.00 per user. The Clerk reserves the right to change the fees for providing access. Any change in fees will not affect any current subscribers during the term of the agreement. The new fees will be in effect for the next one year term.
6. Approval of Application: The Clerk may approve or deny the application for secure remote access. Such approval is at the complete discretion of the Clerk. Applicants will be notified of the decision on their application, with successful applicants being provided with their usernames and passwords for access to the site. The Clerk will return the check for the annual fee along with notification of denial of the application for any applicant which is denied approval.

Checklist

- Complete and submit an Individual or Business **Caroline County Secure Remote Access Site Application**
- If a Business, complete and submit an Individual **Caroline County Secure Remote Access Site Application** for each user identified in the Business Application
- Complete and submit the **Caroline County Clerk of Circuit Court Secure Remote Access Site Subscriber Agreement**
- Submit a check payable to the Clerk of Circuit Court in the amount of \$600.00 for each user identified in the application.