

**City of Chesapeake  
Clerk of Circuit Court  
Secure Remote Access Site Application Information**

**Application Process**

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 Clerk has provided a list of what is currently available on the various applications and agreements. The Clerk reserves the right to modify the available records from time to time.

Any **individual** that is requesting access to the SRA site will need to:

- Complete the Individual User Application and Agreement
- Deliver the signed application and agreement to the Clerk's office, along with initial payment
  - Payments will be accepted for 6 month or twelve months terms. These fees are \$50 per month, resulting in a six month fee of \$300.00 or a twelve month fee of \$600.00. Checks should be made payable to **Clerk of Circuit Court**.
- Set up an account by using the link on the first page of the site. You will be able to choose your own user name and password.

Any **business** that is requesting access to the SRA site will need to:

- Note that even if the business will only have one user, you should complete the Business Application and Agreement and the Individual Application and Agreement.
- Complete the Business User Application and Agreement one time for the entire group. The department head or primary contact should complete the agreement.
- Have each individual user complete the Individual User Application and Agreement. Therefore, if the business needs three users activated, it will pay three user fees and will have one Business Application and Agreement and three Individual Application and Agreements to provide to the Clerk's office.
- Deliver the signed application and agreement to the Clerk's office, along with initial payment
  - Payments will be accepted for 6 month or twelve months terms. These fees are \$50 per month, resulting in a six month fee of \$300.00 or a twelve month fee of \$600.00. **These fees are per user**. There is no discount for multiple users. So, if your business needs three users, the fee will be \$1800.00 per year. That fee can be paid in one payment annually or two \$900.00 payments semi-annually. Checks should be made payable to **Clerk of Circuit Court**.
- Have each individual user set up an account by using the link on the first page of the site. You will be able to choose your own user name and password.

Any **government** user requesting access to the SRA will need to:

- Complete the Government Application and Agreement one time for the entire group. The department head should complete the agreement.
- Have each individual user complete the Individual User Application and Agreement. Therefore, if the governmental agency needs ten users activated, it will submit one Government Application and Agreement and ten Individual Application and Agreements to the Clerk's office.
- Deliver the signed application and agreement to the Clerk's office

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 informed that their user name and password are active. 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.