

**CULPEPER COUNTY CIRCUIT COURT**

135 W. Cameron Street, Culpeper, VA 22701

**APPLICATION FOR  
INTERNET ACCESS TO RECORDS MANAGEMENT SYSTEM**

**The approval of this application is at the Clerk of the Circuit Court's discretion. By signing this application the Subscriber acknowledges and accepts the terms and conditions of the Subscriber Agreement for Internet Access to Circuit Court Documents as incorporated by reference herein.**

SUBSCRIBER:

CORPORATE NAME (IF APPLICABLE): \_\_\_\_\_

INDIVIDUAL'S LAST NAME: \_\_\_\_\_

INDIVIDUAL'S FIRST NAME: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS (**REQUIRED**) \_\_\_\_\_

UNITED STATES CITIZEN        **Y**        **N**        (Please circle one)

**FEE OPTION:** (Must choose one option -**Please Circle**)

1) Annual plan - \$35/month (\$420/year)

2) Six-month plan - \$40/month (\$240/6mo)

3) Monthly - \$50/month

4) Local or State Government Agency/Department - Free

**WHEN TIME FOR RENEWALS – PLEASE RENEW ONLINE. IF REQUEST TO RENEW IS MADE IN ANY OTHER METHOD, MUST PROVIDE COPY OF THIS COMPLETED APPLICATION AND THE SUBSCRIBER AGREEMENT THAT IS RETURNED TO YOU ALONG WITH PAYMENT. IF YOU CHOOSE**

**TO CHANGE YOUR SUBSCRIPTION, MUST PROVIDE NEW APPLICATION AND AGREEMENT.**

The clerk may require any entity that is a nonresident of the Commonwealth, prior to becoming a subscriber, to 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 and that such entity will comply with the secure remote access standards developed by the Virginia Information Technologies Agency pursuant to Va. Code § 17.1-294. In the case of an individual, the clerk may require a person who is a nonresident of the Commonwealth to demonstrate that such person has a legal presence in Virginia and will comply with the secure remote access standards developed by the Virginia Information Technologies Agency pursuant to Va. Code § 17.1-294.

As a subscriber, I certify that the information stated above is true and correct.

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

Print Name: \_\_\_\_\_

Commonwealth of Virginia,  
County/City of \_\_\_\_\_

I, \_\_\_\_\_ a Notary Public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, \_\_\_\_\_ personally appeared before me and swore and acknowledged to me that the statements contained therein are true and correct.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Registration Number \_\_\_\_\_

Name of Notary, Typed or Printed \_\_\_\_\_

Notary Telephone Number \_\_\_\_\_

**For use by Circuit Court Clerk's Office only**

**Subscriber ID = The Email you Provided**

**Temporary Password \_\_\_\_\_ (once received, login ASAP to create own password)**

**Expiration Date \_\_\_\_\_**