

Clerk's Office

Colonial Heights Circuit Court

**SECURE REMOTE ACCESS SUBSCRIPTION
Land Records**

550 Boulevard, Colonial Heights, Virginia

Revised 05/13/2014

Introduction

The Clerk's office is pleased to be able to offer secure remote access to land and related records. To apply for access, users shall complete a "Registration Form" (requires notarization) and the Subscriber Agreement. A fully executed original of both the Registration Form and the Subscriber Agreement must be filed in the Circuit Court Clerk's Office before the monthly subscription can begin.

Charges (Monthly Subscription)

The charge for access will be \$25.00 per month, each month paid for in advance. Users can pay up to six (6) months in advance

Choose the date you wish to begin service. Please allow at least 5 business days for mail and account activation.

The Clerk's Office will not bill for this service. It will be the responsibility of the subscriber to pay the next installment prior to the due date. The due date will be the 1st of the month, or the first business day after the 1st should that day fall on a weekend or holiday.

Subscription fees can be paid by cash, check or credit card. To pay by credit card, contact Nancy Wood.

A copy of the signed Agreement will be returned to the Subscriber.