

Loudoun County Clerk of the Circuit Court

Remote Access Subscription Renewal Form for Existing Users

(If you do not have an account and wish to gain access, please complete [New User Application and Agreement](#))

Renewal fee of \$240 per user shall be remitted with this form, no partial payments please.

Payments that are not accompanied by a completed form will not be processed which can result in lapse of subscription privileges. For payments processed after subscription lapses, full twelve months will be credited from the date of receipt of payment. **Subscriptions can also be renewed by credit card online; instructions can be found [here](#).**

Name of the Company (if any): _____

All email addresses must be updated by individual users through their respective accounts.

List all the users that are being renewed:

1 > Name: _____	8 > Name: _____
Username: _____	Username: _____
2 > Name: _____	9 > Name: _____
Username: _____	Username: _____
3 > Name: _____	10 > Name: _____
Username: _____	Username: _____
4 > Name: _____	11 > Name: _____
Username: _____	Username: _____
5 > Name: _____	12 > Name: _____
Username: _____	Username: _____
6 > Name: _____	13 > Name: _____
Username: _____	Username: _____
7 > Name: _____	14 > Name: _____
Username: _____	Username: _____

Checks should be made payable to "Clerk of the Circuit Court" and mailed to:

Clerk of the Circuit Court
Attn: Remote Access
PO Box 550
Leesburg, VA 20178

Who should we contact with questions regarding this renewal?

Name: _____ Phone number or email address: _____

Please contact us at DEPT-CLERKCT-LANDRECORDS@LOUDOUN.GOV with questions.