

**MADISON COUNTY CLERK OF CIRCUIT COURT  
SECURE REMOTE ACCESS 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 Clerk reserves the right to modify the available records from time to time.
2. **Application:** A potential subscriber must complete the Madison County Secure Remote Access Site Application, available at the Clerk's Office. There are different versions of the Application and Contract for individuals and businesses. This original signed and notarized application shall be presented to the Clerk's Office with payment. **The Madison County Circuit Court will not accept applications and agreements that have been altered or changed; also no application and agreement that has not been prepared by this office will be accepted.** The Annual Fee must be paid for each authorized user.
3. **Submission of Fees:** Applicants shall submit payment with their application by check made payable to the "Madison County Circuit Court." Please reference "secure remote access fee" in the reference line of the check.
4. **Submission of Signed Contract:** All applicants shall submit the Madison 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, if the applicant is a business entity. The Contracts are not transferrable.
5. **Term of Agreement and Fees:** The term of this agreement is for 12 months, from February 1 to January 31, for the annual fee of \$600.00 per user. If the applicant is applying for access at a time other than that 12 month term, the fee shall be \$50.00 per month per user from application time to February 1, payable in full in advance. The Clerk reserves the right to change the fees for providing access.
6. **Approval of application:** The Clerk may approve or deny the application for secure remote access. Such approval is at the absolute 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 application for any applicant that is denied approval.

**Checklist**

- ❖ Complete and submit an Individual or Business **Madison County Clerk of the Circuit Court Secure Remote Access Site Application**.
- ❖ If a Business, complete and submit an **Individual Madison County Clerk of the Circuit Court Secure Remote Access Site Application** and fee for each user identified in the Business application.
- ❖ Complete and submit the **Madison County Clerk of the Circuit Court Secure Remote Access Site Subscriber Agreement**.
- ❖ Submit a **check** for the appropriate amount for each user identified in the application. If in doubt, call the Clerk at 540-948-6888.