COMMONWEALTH OF VIRGINIA

Fairfax Circuit Court

4110 Chain Bridge Road
Fairfax, Virginia 22030-4048

703-246-2770 TTY 711

CHRISTOPHER J. FALCON
Clerk of Circuit Court

NETTIE M. WHITE
Deputy Director
Chief Deputy

JULIE F. HAMILTON
Chief Deputy

Electronic Filing User Request Form

This application must be completed by <u>each</u> individual user.

The approval of this application is at the Clerk of the Circuit Court's discretion. By signing this application, the individual user acknowledges and accepts the terms and conditions of the *Electronic Filing Entity Agreement* as incorporated by reference herein. This form must be submitted with the *Agreement* or the *Agreement* must be on file with the Clerk's Office. **All Information below is mandatory.**

INDIVIDUAL'S FIRST NAME: _____ **LAST NAME:** _____

BUSINESS NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

INDIVIDUAL'S E-MAIL ADDRESS: _____

UNITED STATES CITIZEN: ☐ **Yes** ☐ **No** (Please Check One)

APPLICANT'S SIGNATURE: _____
I certify that the information provided is true and correct.

<u>NOTARY PUBLIC</u>:

City/County of: _____, State/Commonwealth of: _____

I do hereby certify that on this _____ day of _____, 20____, _____ personally appeared before me and swore and acknowledged that the statements contained herein are true and correct.

My Commission Expires: _____ Notary Public: _____

Registration Number: _____
(Required in Virginia)

<u>CORPORATE ADMINISTRATOR APPROVAL</u>:

_____ _____
Printed Name of the Designated Corporate Administrator Signature of the Designated Corporate Administrator

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<u>COURT APPROVAL</u>: FAIRFAX COUNTY CIRCUIT COURT CLERK'S OFFICE by

_____ _____
Christopher J. Falcon, Clerk of the Court Date