

Virginia Beach Secure Remote Access Site Instructions
www.vblandrecords.org

Welcome to the Secure Remote Access site for the Va. Beach Circuit Court Clerk's Office Land Records. Please follow the steps below to get your account set up and activated.

1. Create an Account in the system.
 - a. Click on the link on the initial page of the site (www.vblandrecords.org) to reserve your user name and password and to provide other required account information.
2. Choose the appropriate Secure Remote Access Applications and Agreements and send them to the Clerk's Office after they have been completed. Completed applications and agreements will be emailed to pwalizer@vacourts.gov.
 - a. If you are an individual that wants access, please complete the Individual Application and the Individual Agreement. They are available as a single downloadable pdf on this page.
 - i. There is a signature requirement on page 1 for the application and on page 7 for the agreement.
 - b. If you are a business and will have just one user, you only need to complete the Individual Application and Agreement. Please note the business name in addition to the individual person on the application.
 - c. If you are a business that would like to sign up more than one user, please complete the Business Application and Agreement AND have each individual that will be on your account also complete the Individual Application and Agreement.
 - i. For example, if the business will have three users, you will be completing and returning fully signed versions of one Business Application and Agreement (signatures required on pages 1 and 7) and three fully signed versions of the Individual Applications and Agreement (signatures required on pages 1 and 7).
 - d. If you are a government user (both City of Virginia Beach and others), please complete both the Government User Application and Agreement and have each individual that will be on the account complete the Individual Application and Agreement.
 - i. For example, if the agency will have five users, you will be completing and returning a fully signed version of one Government Application and Agreement (signatures required on pages 1 and 7) and five fully signed versions of the Individual Application and Agreement (signatures required on pages 1 and 7).
3. Once your account has been approved, you can log into the site and make credit card payments. Only after the credit card has been successfully processed, then you will have access to the images.