



Jennifer S. Maghan
Jefferson County Clerk

Approved by _____
Username _____
Password _____

REGISTRATION FORM
USERNAME AND PASSWORD REQUEST

PRINT ACCESS – JEFFERSON COUNTY CLERK'S ONLINE RECORDS SEARCH

Date _____
Company Name _____
Person Responsible for Payments _____
Mailing Address _____
State _____ Zip Code _____
Telephone # _____
Fax # _____
E-mail address _____

I/We _____

Understand and agree that any unauthorized use of the information obtained from the Jefferson County Clerk's on-line records search will result on prosecution to the fullest extent of the law.

Understand and agree that in the event of employee termination, I will immediately notify the County Clerk's office so that a new Password can be issued. Otherwise, I am responsible for all print activity under my Username.

Understand and agree that I will be charged the standard fees prescribed by West Virginia State Code for all documents printed at the rate of \$1.50 for the first two pages and \$1.00 for each additional page of a document.

Understand and agree that the payment terms for documents are billed monthly and payment terms are net 30 days.

Understand and agree that should my invoice for payment not be made, then my account will be suspended from print activity until payment to the Clerk's office has been remitted.

Understand that if for any reason my username and password is lost or compromised in any way, the person who is signing this agreement will be the only person authorized to have the username and password re-issued.

Signature Date

100 East Washington Street, Charles Town, West Virginia 25414
304-728-3215 (office) 304-728-1957 (fax)
jmaghan@jeffersoncountywv.org www.Jeffersoncountyclerkwv.com