Hampshire County Online User Agreement

The Customer indicated below shall pay to the Clerk of the Hampshire County Commission $1.50 for a copy of any writing or document, including electronic form or a medium other than paper, to include downloads, if it contains two pages ($1.50 for first two pages of each document) and $1.00 for each additional page, including electronic form or a medium other than paper, to include downloads, if the writing or documents contains more than two pages. (§59-1-10(d)1 & §59-1-10(d)2) *(For example, each 3-page document will cost $2.50. If you download two 3-page documents, the total cost will be $5.50.)*

The customer indicated below shall pay each monthly invoice within 30 days of receipt. We send out the copy bills at the beginning of each month. Please make sure the payment reaches our office by the end of that month in which you receive your bill so that payment and next month’s bill is not crossing in the mail. When sending payment please include a copy of the invoice or have the invoice number located somewhere with payment, this is to ensure we credit the correct account.

Failure to pay the copy charges shall result in interruption in the service provided by the Clerk until such fees are paid. You can pay via cash, check made payable to Hampshire County Clerk, or by credit card over the phone. There is a convenience fee when paying via credit card, we accept VISA, Mastercard, and Discover.

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Name of Requestor (Sign) Date

Please provide the following information:

Business Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email for billing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Six-digit number for login: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Six-digit number you provided will be your username and password. We do not give these numbers out to anyone. The person setting up the account and using the account will need to know the credentials and are advised to only give that number out to people they trust.

**Once completed, please email, mail or fax to:**

**Hampshire County Clerk, PO Box 806, Romney, WV 26757**

**Fax: 304-822-4039**

**Email:** [**domps@hampshirewv.com**](mailto:domps@hampshirewv.com) **or** [**amcduffie@hampshirewv.com**](mailto:amcduffie@hampshirewv.com)