VIRGINIA ADMINISTRATIVE CODE
REGULATION INFORMATION SYSTEM
REGISTRATION

USER INFORMATION

NAME

AGENCY NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

Please email form to: VARegs@dls.virginia.gov   For DLAS Help Desk, call 786-9631

Questions? Contact Anne Bloomsburg, telephone (804) 786-3591 X259; email abloomsburg@dls.virginia.gov

AGENCY ACCESS REQUEST

List each Agency Name for which access is being requested:

1.

2.

3.

ID REQUEST

☐ **Check here if you need to be assigned a user ID for RIS.**

☐ **Check here if you already have an RIS account and need access level changed. RIS ID:**

☐ **Check here if you already have individual access to LIS and want to add RIS access. LIS ID:**

DLAS WILL NOTIFY YOU OF YOUR ID AND DEFAULT SYSTEM PASSWORD VIA EMAIL. THE EMAIL WILL PROMPT YOU TO CHANGE THE DEFAULT PASSWORD TO A MORE SECURE ONE.

☐ **Read Only Access**	☐ **Update Access**	☐ **Full Coordinator Access**
Approved by agency coordinator	**Approved by agency coordinator**	**Approved by Registrar's Office for agency coordinator or approved by agency coordinator for other agency personnel**

REGISTRAR'S OFFICE USE ONLY

Agency VAC ID:

1.

2.

3.

☐ **Registrar's Office approval. Date:**   **Date account deactivated:**