

**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, email helpdesk@dlas.virginia.gov
Questions? Contact Nikki Clemons, telephone (804) 698-1885; email nclemons@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:

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: