

**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: