



VIRGINIA

REGISTER OF REGULATIONS

Appointment of Agency Regulatory Coordinator

1. Agency Name:

Address:

2. The individual named below is appointed as the agency regulatory coordinator:

Name:

Title:

Telephone:

Email address:

3. The new regulatory coordinator replaces this person:

Name:

Email address:

Please make the following change to the RIS user account for the person being replaced:

- Close this account.
- Change the access level from full coordinator to edit.
- Leave access level at full coordinator and only remove designation as regulatory coordinator.

4. The individual named here makes this appointment (This should be the agency head or the person designated by the agency head to make such appointments.):

Name:

Title:

Telephone:

Email address:

Signature:

Date:

5. File this form, along with an [RIS User Request Form](#) for the new agency regulatory coordinator, by emailing it to: varegs@dls.virginia.gov.

Questions: Contact Nikki Clemons, via telephone at (804) 896-1885, or via email at nclemons@dls.virginia.gov.

Registrar's Office, telephone (804) 896-1810.

DLAS Help Desk email: helpdesk@dls.virginia.gov.