



VIRGINIA

REGISTER OF REGULATIONS

INFORMATION & INSTRUCTIONS - FORMS ONLY REVISION

The "Forms Only Revision" process is used when only the forms list at the end of a chapter is updated because an agency's forms have changed. If regulatory text in a VAC section is being changed, this process is not an option.

Each new or revised form must be filed with the Registrar's Office; through the Forms Only Revision process, an agency files the new or revised form and requests publication of the change. The revised forms list with links to the forms will appear in VAC online on the publication date of the Register in which it appears. The links are to the Registrar's Office repository and are not links to the agency's website.

In any browser (Chrome, Edge, Firefox, etc.), go to <https://ris.dls.virginia.gov> and sign into the **Regulation Information System** using your state government email.

1. Click on the **New Project** tab to display the **Project Information** screen.
2. Checkmark the **Forms Only Project** box.
3. Insert a **Project Description** following this template: Forms Only Project for XXVACXX-XXX (insert VAC number for each chapter being amended)
4. Once **Forms Only Project** is checked, the **Stage** field automatically register "Final"
5. Using the dropdown menu arrow, select the **Project Owner**.
6. **Project Contributors** may also be added at this time.

The **Project Information** screen should look similar to this:

New Project

Project Information

Agency: Virginia Code Commission

Forms Only Project

Project Description*

Forms Only Project for 1VAC7-10

Stage*

Final

Project Owner*

Bloomsburg, Anne

Project Contributor

Perrine, Karen

Project Contributor

Select...

Project Contributor

Select...

Project Contributor

Select...

7. Click **Save**. The screen will disappear; the **Project** will display the **Sections** tab view.

Title 1 / Agency 7 / Virginia Code Commission

Project 6807

Forms Only Project for 1VAC7-10

Stage: Final

Sections Documents History Comments Overview

← Projects

Amend/Repeal Add New Report Ty Forma Generate Keyword Filter

No records

Sections	Description	Actions
No records		

8. Select **Amend/Repeal** (shown here) if an existing Forms list is being amended or **Add New** if a new forms list is being added to a chapter. (This second situation would be unlikely unless regulatory text was already requiring forms that had not been filed and uploaded when the text was initially added requiring them.)

Project 6807
Forms Only Project for 1VAC7-10

Stage: Final

Sections Documents History Comments Overview Projects

Amend/Repeal Add New Report Ty Forms Generate Keyword Filter

Amend or Repeal

Amend Repeal

Chapter Title
10 - REGULATIONS FOR FILING AND PUBLISHING AGENCY REGULATIONS

Chapter Components
Section 170 - Exemptions from filing of documents adopted or incorporated by reference; requirements
Part IV - Forms
Section 180 - Filine requirements

9. Select **Amend** or **Repeal** (**Amend** is selected here). Click the **Chapter Title** dropdown arrow (highlighted) to display the list of agency chapters, then select the applicable one. All sections of the regulation will display. Select the Forms list from the list of sections. The screen will disappear and the Project will once again display the **Sections** tab view, showing the Forms list is in the project.

Project 6807
Forms Only Project for 1VAC7-10

Stage: Final

Sections Documents History Comments Overview Projects

Amend/Repeal Add New Report Ty Forma Generate Keyword Filter

Alert! Sections are in multiple projects.
Show Sections

1-1 of 1 records

Sections	Description	Actions
<input type="checkbox"/>	1VAC7-10-9998 FORMS (1VAC7-10)	Add

10. Click the VAC number to open the section. See the instructions sheet for [Uploading Forms/DIBRs](#) for how to edit the forms list.

11. To Submit the Forms Only Revision, click the **Transmittal** button in Project list.

1-4 of 4 records

Project ID	Description	Stage	Chapter	Town Hall	Effective Date	Owner	Actions
7191	Forms Only Project for 18VAC25-21-9998	Final				B Davis	Transmittal
4500	Fee Adjustment	NOIDA	21	4/20/20			Repeal

12. Fill in the highlighted fields in the generated **Transmittal** sheet.

Transmittal Sheet

Print

Transmittal Information

Type of Transmittal

Final

VAR Number

Regulatory Coordinator

Trisha Lindsey

Telephone

(000) 000-0000

eg: (804) 123-4567 Email

trisha.lindsey@dporvirginia.gov

Promulgating Agency

Auctioneers Board

Regulatory Action Title

Forms Only Project for 18VAC25-21-9998

Statutory Authority

Federal Authority

Effective Date

Expiration Date

Public Comments Received

Yes

No

N/A - Forms Only

Text identical to proposed?

If not, are the changes substantive?

Yes

No

Proposed last appeared in the Virginia Register in Vol:

Issue:

[or] none required

Emergency action appeared in the Virginia Register in Vol:

Issue:

[or] none required

Agency Contact Information

Name

Title

Address line 1

Address line 2

City

State

Zip

Telephone

eg: (804) 123-4567 FAX

eg: (804) 123-4567 Email

Transmittal by Authorized Officer

This regulatory action is being adopted in accordance with the Administrative Process Act.

This regulatory action is exempt from the the Administrative Process Act pursuant to Section of the Code of Virginia.

Attorney General Certification Letter:

Uploaded to Project

Emailed to Registrar

Name of Authorized Officer

Telephone

eg: (804) 123-4567 Email

Date Submitted

Public Hearing Date/Time

Locations

Public Comment Deadline

Agency Summary

Statement of Agency Action

Final Action Date

By checking this box and clicking "Submit", I acknowledge that these regulations have been certified as full, true, and correctly dated by the person authorized for this agency.

Cancel

Save Draft

Submit

13. After checking **certification box**, click **Save Draft**. That will activate the **Submit** button, then click **Submit**.