



# 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](mailto:varegs@dls.virginia.gov).**

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

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

DLAS Help Desk email: [helpdesk@dls.virginia.gov](mailto:helpdesk@dls.virginia.gov).