A Guide to Using LIS

The Division of Legislative Services (LIS) provides the Code of Virginia and the Virginia Administrative Code (VAC) on-line. The Virginia Administrative Code searchable database contains the regulations of state agencies.

To get to the database for the Virginia Administrative Code, go to: http://law.lis.virginia.gov/admincode.

From this page you can search the database to view regulations which can be printed or created into a report.

Searching:

- To search by VAC Section Number, type the section number without spaces in the VAC# LOOK-UP search box in the left-hand panel of the page and click on "Go". Example: 9VAC20-81-40 (Title 9 VAC, Agency 20, Chapter 81, Section 40).

- To search using a Single Search Word: type the keyword in the search box in the upper right of the page. Example using Single Word: distilled. A single search word is the simplest of all search statement constructions. For a document to qualify for the search, it must contain an occurrence of the exact character string specified as the search word. For example; the search word "distilled" only retrieves the documents that contain occurrences of the word "distilled." The words "distill" and "distillery," for example, do not qualify.

- For more examples of how to refine your search go to http://lis.virginia.gov/h002.htm.

Viewing:

- To view specific regulations, you can use the Table of Contents to view all Titles, Agencies, Chapters and Sections. Click a title to display the agencies, click on agency name to display the chapters and click on chapter number to display the sections. You can either click on the section of interest to read that section or you can click on "Read Chapter>" under the chapter title to read the chapter in its entirety.

Creating Reports:

- You can also use the database to create reports which can then be printed, created as a pdf file, or emailed to you. When you have found the regulatory chapter you need, click on the "Create a Report" feature to have the chapter or specific sections of the chapter created into a report.

- Click on "Create a Report" in the banner above the chapter title. This will take you to a page where you can click to select the entire chapter or specific sections from the chapter for your report.

- Once the chapter/sections are chosen, you will need to click on the "Create Report" button at the end of the sections and your report will be generated. Note, you can check to omit the notes at the end of each section by checking the "Omit Statutory Authority" or the "Omit Historical Notes" fields. If checked, the report will only include the regulatory text, removing the informational Statutory Authority and Historical data for each section.

- Once the report is created, you can then either print, create a pdf copy, or email the created report by choosing the corresponding feature.

The Code of Virginia searchable database contains the laws (statutes) of the Commonwealth and is also searchable. You can perform a search by using key word(s), phrases or section numbers (e.g. 10.1-1322). You can use the Table of Contents to view all Titles, Chapters, and Sections. Click on a title to display the chapters, click on a chapter to display the sections. You can also use the database to create reports for download or review. Searching or creating reports for the Code of Virginia operates the same as for the Virginia Administrative Code. To get to the Code of Virginia database go to http://law.lis.virginia.gov/vacode.

If you need more information on working with either of these databases, contact Help Desk at the Division of Legislative Automated Systems at (804) 786-9631 for additional information.