

# AUTHORIZATION OF ADMINISTRATIVE CONTACTS



**VIRGINIA RETIREMENT SYSTEM**  
P.O. Box 2500 ♦ Richmond, Virginia 23218-2500  
Toll Free 1-888-VARETIR (827-3847)  
[www.varetire.org](http://www.varetire.org)

Employer Name and Code(s): (Enter all that apply)

Complete this form to identify administrative contacts who will manage contacts for the employer identified above. The contacts identified on this form have access (on-line and over the phone) to VRS member information. Use this form to update the three required contacts as needed. For information about each contact, please review the last page of this form. VRS accepts only a signed, original form; fax copies *cannot* be accepted.

**Note:** Complete this form in its entirety. This form supersedes any VRS-67As previously submitted to VRS.

## PART A. PRIMARY ADMINISTRATIVE AUTHORITY (Please print clearly or type)

<b>Name</b> (First, Middle Initial, Last)	
VRS Customer ID: _____	
Mailing Address: _____ _____	
City: _____	State: _____ Zip Code: _____
* Start Date: _____	* End Date: _____
Work Phone: _____	Mobile: _____
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile	Fax: _____
Job Title: _____	
E-Mail Address: _____	
Organization's Web Address: _____	
For communications from VRS (Choose one): <input type="checkbox"/> Send to me <i>and</i> the Primary VRS Administrator <input type="checkbox"/> Send to the Primary VRS Administrator only	
I certify that I am the administrative contact named above, that I am responsible for the oversight of this organization and I have the authority to designate the staff of this organization to be Virginia Retirement System (VRS) contacts and authorize such staff to access VRS member records, including online access to VRS information. I recognize that VRS is authorized to provide this information pursuant to Virginia Code § 2.2-3803(C), and I agree to take full responsibility for any use of this information that violates Virginia or federal law, including without limitation the Virginia Government Data Collection and Dissemination Practices Act.	
I certify the administrative contacts designated on this form are authorized to obtain information from VRS about members within the organization identified above. Additionally, I certify the contacts are authorized to access VRS member records using the VRS on-line application.	
I understand that I, and the administrative contacts identified on the following page, are responsible for updating contact information in a timely manner. I also certify that I have the authority to designate administrative contacts and that it is my responsibility to notify VRS of any changes to the contacts listed on this form.	
_____	Indicate Signer's VRS Role: <input type="checkbox"/> PAA <input type="checkbox"/> VRS Admin _____
Authorized Signature and VRS Role	Date

Total Number of Pages in Request: \_\_\_\_\_



**PART B. ADMINISTRATIVE CONTACT DESIGNATIONS**

Copy this page as needed to designate secondary contacts for either role listed below.

**VRS Administrator**

<b>Name</b> (First, Middle Initial, Last)
VRS Customer ID: _____
Mailing Address: _____ _____
City: _____ State: _____ Zip Code: _____
Choose one: <input type="checkbox"/> Primary VRS Administrator <input type="checkbox"/> Secondary VRS Administrator
* Start Date: _____ * End Date: _____
Work Phone: _____ Mobile: _____
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile                      Fax: _____
Job Title: _____
E-Mail Address: _____

**Security Administrator**

<b>Name</b> (First, Middle Initial, Last)
VRS Customer ID: _____
Mailing Address: _____ _____
City: _____ State: _____ Zip Code: _____
Choose one: <input type="checkbox"/> Primary Security Administrator <input type="checkbox"/> Secondary Security Administrator
* Start Date: _____ * End Date: _____
Work Phone: _____ Mobile: _____
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile                      Fax: _____
Job Title: _____
E-Mail Address: _____

\* The start date of the contact's access is the date the information is entered into *myVRS Navigator* and is not required unless a future date is specified. An end date is not required; however, selecting an end date allows VRS to automatically end access on that date.

## **ABOUT THE CONTACTS AND THEIR ROLES**

An individual can be assigned one or more roles based on the structure and needs of the organization. Each role is assigned a security profile that provides access to information in *myVRS Navigator*. The contact's role defines the data that may be viewed, created, and updated. In addition, all roles may access the *myVRS Navigator* dashboard and consolidated view, which act as the launching page or home page. Some aspects of the information on these pages differ according to contact's role.

### **About the Primary Administrative Authority (PAA):**

Use these guidelines to determine the primary administrative authority contact for VRS purposes:

- Must be the high-level decision maker regarding oversight of the organization
- Should be employed in a position covered by VRS

VRS accepts employees with the following job titles as primary administrative authority:

School Boards:	School Superintendent, Executive Director
State Agency:	Executive Director, Director, Deputy Director, Commissioner, Chief Operating Officer, Chief Financial Officer, Clerk of the Senate/House of Delegates, Lt. Governor, Adjutant General, Auditor of Public Accounts, CIO (VITA only), Atty. General, State Treasurer, Superintendent, Tax Commissioner, Secretary of Transportation, State Librarian, President of College or University, Chancellor, State Forester
County/City/Town:	Mayor, Manager, County Administrator, County Executive, Superintendent, Director of Budget/Finance, Executive Director
Commissions/Authorities:	Executive Officer, Chief Financial Officer, Director of Finance

The PAA is required to complete the annual compliance review process where all contact information is verified. In addition, this individual is granted limited organization maintenance functions such as updating organization contacts.

The PAA can elect to have the primary VRS administrator be the only contact for communications and notifications (with the exception of the compliance review) or the PAA can choose to receive communications and notifications along with the primary VRS administrator.

### **About the VRS Administrator:**

The VRS administrator is appointed by the primary administrative authority. If the PAA delegates responsibilities to the VRS administrator, this contact will act on behalf of the PAA in all capacities except the compliance review. The VRS administrator also has the same security access in *myVRS Navigator* as the PAA. One person can be designated as the primary VRS administrator; another person can be a secondary VRS Administrator if needed.

### **About the Security Administrator:**

The security administrator is the administrative contact who adds other user contacts and manages access to *myVRS Navigator* by assigning the appropriate security roles to those contacts. This contact will automatically have all employer roles in *myVRS Navigator* which allows full access to the system and its processes. More than one security administrator may be named; one must be identified as the primary security administrator.