



**Virginia Department of Historic Resources (DHR)
Virginia Cultural Resource Information System (V-CRIS)
Accounts Overview**

V-CRIS licenses are for *concurrent* use. Purchasing multiple license seats allows for more than one user in an organization to access the system at any given time. Organizations holding only one license may still have many individual users, although only one can log on at a time.

| License Type | Duration | Mapping Information | | Search Functionality | | Create/Export PDF Records | | Cost | Additional Mapping Services |
|------------------------------|---------------|---------------------|----|----------------------|----|---------------------------|----|-------|-----------------------------|
| | | AH | AE | AH | AE | AH | AE | | |
| Public User | No time limit | ✓* | | ✓* | | | | Free | NA |
| Data Entry Only | One Year | ✓* | | ✓* | | ✓ | ✓ | \$25 | NA |
| Architecture Only | One Month | ✓ | | ✓ | | ✓ | | \$150 | NA |
| | One Year | ✓ | | ✓ | | ✓ | | \$525 | \$500 |
| Architecture and Archaeology | One Month | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$225 | NA |
| | One Year | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$725 | \$500 |

AH – architecture data, AE- archaeology data

✓* Limited Data fields available for viewing

Additional Mapping services (replaces static GIS statewide shapefile data):

- 1) Except for Federal, state, or local government agencies, only organizations with a valid V-CRIS license are eligible to purchase the additional mapping service. License level will determine the data available from the mapping service
- 2) Organizations/individuals holding only a data entry license will not be eligible to purchase mapping services.

Complimentary accounts are available on a case-by-case basis; level of access and duration will be provided at the discretion of the DHR Director. See V-CRIS Complimentary Account Guidelines for more information.

V-CRIS Organization Accounts

To access V-CRIS, an individual or organization must create an Organization account with the Virginia Department of Historic Resources. The Organization account will be managed by one individual in the organization who will be able to authorize individual users and assign specific user access rights with defined roles. For more information see, "[V-CRIS License Types](#)" below.

Access is available to:

- a) Cultural resource professionals using V-CRIS to facilitate federal and state environmental review processes (such as those required by Section 106 of the National Historic Preservation Act of 1966) or a State and/or National Register nomination;
- b) Government officials at the local, state, or federal level who require information on historic properties within their respective jurisdictions;
- c) Scholars at schools and universities who need answers to research questions;
- d) Preservation professionals in non-profit organizations interested in preserving Virginia's diverse history, and
- e) Members of the Archeological Society of Virginia (ASV) who participate in the ASV/COVA/DHR Archeological Technician Certification Program.

All information gathered from cultural resource surveys must be entered into V-CRIS to be considered part of DHR's historic resources inventory. All users who intend to enter data must complete data entry training provided by DHR Archives staff. Once an organization has obtained an account and authorized users, they should contact DHR Archives staff to request training.

Although V-CRIS provides a convenient Internet-based service to access a portion of DHR's Archives, it does not contain all information that is available in the Archives. Resources initially recorded with DHR prior to 2002 may not have detailed information in V-CRIS. To review the complete hardcopy record maintained by the DHR Archives, researchers may visit the Richmond Office.

To request a V-CRIS Organization Account and License(s):

- Complete and submit the online request form from the V-CRIS application (<https://vcris.dhr.virginia.gov/vcris/>) and include the number of simultaneous use licenses and access levels required. A federal identification number or social security number is also required for invoicing purposes.
- DHR account administrators will generally review the license request within two business days of receipt. Notification of approvals or denials will be sent to the organization administrator via email.
- Approved license requests will receive an invoice which will be sent by e-mail to the contact listed on the V-CRIS online application form. Payment is to be made by check or money order, payable to the Virginia Department of Historic Resources, within 30 days of invoice receipt. Please mail all payment to

Department of Historic Resources
Administrative Services
10 Courthouse Avenue

Petersburg, VA 23803

Payment not received within 30 days will result in automatic account deactivation. Access to the system will be restored upon DHR's receipt of check or money order.

- Upon account approval and invoicing, the Organization Administrator will have the ability to add multiple individual users to the organization and authorize each to access specified license levels.
- Access licenses are renewed annually based on the original date of account approval. At least one month prior to when the license expires, DHR will send invoice notice of upcoming account expiration to the organization administrator contact listed on the account application. It is the responsibility of the organization to keep all account information current.

V-CRIS License Types:

AH only (Architecture) and **AH & AE (Architecture and Archaeology)** licenses allow users to search the database; export subsets of data from records in the database; use the GIS mapping functionality of the system; and enter new and/or update existing survey data. Users with this level of access may also purchase geospatial data on an annual subscription basis (see Map Services below).

Data entry only licenses allow users to enter new data into V-CRIS. Users with this level of access can only create electronic and printed copies of records in the organization's edit box. Users will not be able to search the database or print copies of other records in the inventory. There are no geospatial data (i.e. mapping) services included with this account type.

Public access users are not required to register. Public access users will utilize a web-based map to identify and locate architectural resources already recorded with DHR. Public users will be provided with only limited information about these resources and will not be able to export this information from V-CRIS into another format. There are no geospatial data (i.e. mapping) services included with this account type.

Additional Services

Mapping Services: Geospatial data (i.e. mapping) services are provided to individuals/organizations that have valid AH only or AH&AE licenses. Instead of providing the GIS data sets as a shapefile or a geodatabase, DHR will share data directly through GIS mapping services. The users will have the benefit of real time data updates available to them, throughout the period of subscription of their license. Multiple users may access the mapping services through their local GIS application simultaneously.