Guideline for Obtaining a Research Drug Enforcement Agency (DEA) License for Controlled Drugs

All ASU Principal Investigators who possess controlled substances for animal-based teaching or research must obtain and maintain their own Research DEA license. The license is free and relatively easy to apply for. To aid in the process, we have created tutorials for both obtaining your original license and for renewing an existing license (which must be done on an annual basis).

Applying for a Research DEA License:

**Original Application** - To obtain a new DEA license for research purposes, log on to the DEA website at [https://www.deadiversion.usdoj.gov](https://www.deadiversion.usdoj.gov) and click on “New Applications.” Once redirected, see the pages below for step-by-step instructions for completing this online application. The application takes about 15 minutes to complete, but it can take 6 weeks to obtain the license so plan ahead. If you require additional assistance during the application process, you may contact the DEA office in Phoenix directly (602-605-6547) or DACT (Dr. Dale DeNardo, denardo@asu.edu, 480-965-3325).

**Application Renewal** – The DEA license needs to be renewed annually. Use the same DEA website address ([https://www.deadiversion.usdoj.gov](https://www.deadiversion.usdoj.gov)), but select “Renewal Applications” instead. Then, scroll past the tutorial below on “Applying for a New DEA License” and follow the step-by-step tutorial for “Renewing a DEA License”.
Applying for a New DEA License

Select “New Application”.
Select “Researcher”.

Select Your Business Category

Form 224
Practitioner (MD, DO, DDS, DMD, DVM, DEM)
Mid Level Practitioner (NP, PA, OD, etc.)
Pharmacy
Hospital/Clinic
Teaching Institution

Form 226
Manufacturer
Importer
Exporter
Distributor

Form 510
Chemical Manufacturer
Chemical Importer
Chemical Exporter
Chemical Distributor

Select One Business Activity

Applying for a registration with the wrong Business Category or Activity will cause either delay in processing your application or the withdrawal of your application. If you are not certain of your Business Category or Activity, please contact DEA Customer Service at 1-800-852-6939.

Please do not use your browser's BACK and FORWARD buttons while navigating this form.

Begin

ADDITIONAL INFORMATION

1. No registration will be issued unless a completed application form has been received (21 CFR 1301.13).

2. In accordance with the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The OMB number for this collection is (See Above). Public reporting burden for this collection of information is estimated to average (See Above) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information.

3. The Debt Collection Improvements Act of 1990 (31 U.S.C. §7701) requires that you furnish your Taxpayer Identification Number (TIN) or Social Security Number (SSN) on this application. This number is required for debt collection procedures if your fee is not collected.

4. PRIVACY ACT NOTICE: Providing information other than your SSN or TIN is voluntary; however, failure to furnish it will preclude processing of the application. The authorities for collection of this information are §§302 and 303 of the Controlled Substances Act (CSA) (21 U.S.C. §§822 and 823). The principle purpose for which the information will be used is to register applicants pursuant to the CSA. The information may be disclosed to other Federal law enforcement and regulatory agencies for law enforcement and regulatory purposes, State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes, and person registered under the CSA for the purpose of verifying registration. For further guidance regarding how your information may be used or disclosed, and a complete list of the routine uses of this collection, please see the DEA System of Records Notice “Controlled Substances Act Registration Records” (DEA-005), 52 FR 47208, December 11, 1987, as modified.
After selecting “Researcher”, a “Please Select” box will appear. Within that box, select “RESEARCHER (II-V) ($244 / 1 yrs)”. Even with this selection, you will be exempt from paying. Click “Begin”.

Select Your Business Category

Form 224
Practitioner (MD, DC, DDS, DM, DVM, DPM)
Mid Level Practitioner (NP, PA, CR, etc.)
Pharmacy
Hospital/Clinic
Teaching Institution

Form 225
Manufacturer
Importer
Exporter
Distributor
Key Distributor
Researcher
Canine Handler
Analytical Lab

Form 363
Narcotic Treatment Clinics

Select One Business Activity

Please do not use your browser’s BACK and FORWARD buttons while navigating this form.

Begin
Cancel

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DIVERSION CONTROL PRIVACY POLICY
Complete this entire page; then click “Next ->”.

Enter your social security number and check the fee exemption box. Then click “Next ->”.

For Fee Exempt applicants ONLY:

By checking this box, the applicant hereby CERTIFIED that they are a Government employee not a contractor of a federal, state, or local government agency, or if an institution, it is OPERATED by a government agency and is exempt from the payment of the application fee.

CERTIFICATION FOR FEE EXEMPTION - Government Only
If you select Fee Exempt, the next page will prompt you to provide the Name, Title, and phone number of the Certifying Official (applicants must not certify themselves).
Fill in the information exactly as shown in the picture. Then click “Next ->”.
Select the drug schedules that you will be using. Schedules of frequently used include:

<table>
<thead>
<tr>
<th>Drug</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>buprenorphine</td>
<td>III narcotic</td>
</tr>
<tr>
<td>diazepam</td>
<td>IV non-narcotic</td>
</tr>
<tr>
<td>euthanasia solution</td>
<td>III non-narcotic</td>
</tr>
<tr>
<td>Fatal-Plus</td>
<td>II non-narcotic</td>
</tr>
<tr>
<td>hydromorphone</td>
<td>II narcotic</td>
</tr>
<tr>
<td>ketamine</td>
<td>III non-narcotic</td>
</tr>
<tr>
<td>methohexital (Brevital)</td>
<td>IV non-narcotic</td>
</tr>
<tr>
<td>oxymorphone</td>
<td>II narcotic</td>
</tr>
<tr>
<td>tramadol</td>
<td>IV narcotic</td>
</tr>
</tbody>
</table>

Find all drug schedules at: [https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf](https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf)

Also, if you use schedule I or II drugs, check the box to receive the needed order forms. Click “Next ->”.

Skip this page, and simply select “Next ->”.

Answer these questions; then click on “Next ->”.
Typically, you can skip this section and simply click on “Next ->”.

Select Drug Codes

You have not selected any schedules which require drug code input. You may select "Next" below to continue.

More details regarding drug schedules can be found at 21 CFR 1308.

Drug Codes Selected
- No Codes Selected -
Review, e-sign, and submit.

Print your receipt and exit. You’re done!
Renewing a DEA License

Click on “Renewal Application”.

Enter the requested information, which can be found on your current license.

DEA Registration Renewal Form Login:

[Form fields]

Please do not use your browser's BACK and FORWARD buttons while navigating this form.

Login
Your social security number should self-populate, so simply check the fee exemption box.

Fill in the information exactly as shown in the picture. Then click “Next ->”.
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<td>II narcotic</td>
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<tr>
<td>Ketamine</td>
<td>III non-narcotic</td>
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<td>Methohexital (Brevital)</td>
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Also, if you use schedule I or II drugs, check the box if you need more order forms.

Skip this page, and simply select “Next ->”.

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Typically you can skip this section.
Review, e-sign, and submit.

Print your receipt and exit. You’re done!