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 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), 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, DPM)

Form 226
Manufacturer

Form 510
Chemical Manufacturer

Importer

Distributor

Reactor

Select One Business Activity

Applying for a registration with the wrong Business Category/Activity will cause either delay in processing your application or the withdrawal of your application. If you are not certain of your Business Category/Activity, please contact DEA Customer Service at 1-800-862-6578.

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 Improvement Act of 1996 (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 collectible.

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), 55 FR 47208, December 11, 1990, as modified.

DIVERSION CONTROL PRIVACY POLICY
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”.

U.S. DEPARTMENT OF JUSTICE
Drug Enforcement Administration

DIVERSION CONTROL DIVISION

Application for Registration Under Controlled Substances Act of 1970
(New Applicants Only)

ON-LINE REGISTRATION CONSISTS OF SIX (6) SECTIONS: Please have the following information available before you begin the application:

Section 1. Personal/Business Information
If you are applying for an Individual Registration (Practitioner, MLP, Researcher) you are required to provide your Full Name, Address, Social Security Number, and Phone Number. If you are applying for a Business Registration, you are required to provide the Name of the Business, Address, Tax ID, and Phone Number.

Section 2. Activity
Business Activity and Drug Schedule information. In addition - Certain registrants for forms 224 and 510 will need to provide specific drug codes and/or chemical codes related to their operations.

Section 3. State License(s)
It is mandatory to provide State medical and/or controlled substance licenses/registrations. Failure to provide VALID and ACTIVE state licenses will be cause to declare the application as defective and it will be withdrawn WITHOUT refund.

Section 4. Background Information
Information pertaining to controlled substances in the applicant's background.

Section 5. Payment
Payment, via this on-line application, must be made with a Visa or MasterCard, American Express, or Discover. Application fees are not refundable.

Section 6. Confirmation
Applicants will confirm the entered information, make corrections if needed, and electronically submit the application and a submission confirmation will be presented. Applicants will be able to print copies for their records.

WARNING: 21 USC 843(d), states that any person who knowingly or intentionally furnishes false or fraudulent information in the application is subject to a term of imprisonment of not more than 4 years, and a fine under Title 18 of not more than $250,000, or both.

Select Your Business Category

Form 224
Practitioner (MD, DO, DDS, DVM, DPM)
Mld Level Practitioner (NP, PA, CO, etc.)
Pharmacy
Hospital/Clinic
Teaching Institution

Form 225
Manufacturer
Importer
Exporter
Distributor
Rev. Distributor
Researcher
Canine Handler
Analytical Lab

Form 510
Chemical Manufacturer
Chemical Importer
Chemical Exporter
Chemical Distributor

Form 363
Narcotic Treatment Clinics

Select One Business Activity

Applying for a registration with the wrong Business Category/Activity will cause other delays in processing your application or the withdrawal of your application. If you are not certain of your Business Category/Activity, please contact DEA Customer Service at 1-800-882-9539.

Begin
-Cancel-

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 1996 (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 collectible.

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DIVERSION CONTROL PRIVACY POLICY
Enter your social security number and check the fee exemption box. 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>
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</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 ->”.

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

Select a schedule to add drug codes for that schedule:
- Schedule I *
- Schedule II Narcotic *
- Schedule II Non-Narcotic *
- Schedule III Narcotic *
- Schedule III Non-Narcotic *
- Schedule IV *
- Schedule V *
- List I Chemother *

Schedules marked with a * do not require drug codes to be entered. You have not selected any schedules which require drug code input. You may select “Next” below to continue.

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

Fill in the information exactly as shown in the picture.
Select the drug schedules that you will be using. Schedules of frequently used include:

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<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>
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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 ->”.
Answer these questions.

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

Print your receipt and exit. You’re done!