

RENEWAL APPLICATION FOR REGISTRATION
Under the Narcotic Addict Treatment Act of 1974

INSTRUCTIONS

Save time - renew on-line at www.deadiversion.usdoj.gov

1. To renew by mail complete this application. Keep a copy for your records.
2. Mail this form to the address provided in Section 6 or use enclosed envelope.
3. The "MAIL-TO ADDRESS" can be different than your "PLACE OF BUSINESS" address.
4. If you have any questions call 800-882-9539 prior to submitting your application.

IMPORTANT: DO NOT SEND THIS APPLICATION **AND** RENEW ON-LINE.

REGISTRATION INFORMATION:

DEA #
REGISTRATION EXPIRES

FEE IS NON-REFUNDABLE

MAIL-TO ADDRESS

Please print mailing address changes to the right of the address in this box.

SECTION 1 UPDATE REGISTRATION INFORMATION - Please fill in missing information and make corrections if needed to any data we have on record for your registration.

Name 1 :

[Grid for Name 1]

Name 2 :

[Grid for Name 2]

PLACE OF
BUSINESS
Street
Address
Line 1 :

[Grid for Street Address Line 1]

PLACE OF
BUSINESS
Address
Line 2 :

[Grid for Address Line 2]

City
State :
Zip

[Grid for City, State, and Zip]

Business
Phone
Number :

[Grid for Business Phone Number]

Business
Fax
Number :

[Grid for Business Fax Number]

Point of
Contact :

EMAIL
Address :

**DEBT COLLECTION
INFORMATION**

Tax Identification Number

Mandatory pursuant
to Debt Collection
Improvements Act

[Grid for Tax Identification Number]

See additional information
note #3 on page 4.

SECTION 2

DRUG SCHEDULES

Check this box if you wish to register for the same schedule(s):

Check this box if you require official order forms:

NO CHANGE

For purchase of schedule 2 controlled substances

-OR-

CHANGE

If you want to make a change, check all the schedules that you are requesting for this registration:

Schedule 2 Narcotic

Schedule 3 Narcotic

SECTION 1. UPDATE REGISTRATION INFORMATION - Each data field displays the information we have on record for your registration. Fill in blanks, update and correct data in the blocks provided. A physical address is required in address line 1; a post office box or continuation of address may be entered in address line 2. Fee exempt applicant must list the address of the fee exempt institution. Applicant must enter a valid tax identification number (TIN).

Debt collection information is mandatory pursuant to the Debt Collection Improvement Act of 1996.

IF ALL THE DATA IS CORRECT AND COMPLETE, THEN SKIP TO SECTION 2.

SECTION 2. DRUG SCHEDULES - Check the order form box only if you intend to purchase or to transfer schedule 2 controlled substances. Order forms will be mailed to the registered address following issuance of a Certificate of Registration. All drug schedules you were certified for on previous registration are displayed above dotted line. If you are registering for the same schedule(s) listed, CHECK THE "NO CHANGE" BOX THEN SKIP TO SECTION 3. If you need to make a change, applicant should check all drug schedules to be handled from the list displayed below the dotted line. However, applicant must still comply with state requirements; federal registration does not overrule state restrictions.

SECTION 3. STATE LICENSE - Federal registration by DEA is based upon the applicant's compliance with applicable state and local laws. Applicant should contact the local state licensing authority prior to completing this application.

SECTION 4. LIABILITY - Applicant must answer all four questions for the application to be accepted for processing. If you answer "Yes" to a question, provide an explanation in the space provided. If you answer "Yes" to several of the questions, then you must provide a separate explanation describing the date, location, nature, and result of each incident. If the "Yes" box is already marked, then we have that data on record from a previous registration. You must provide an explanation for the original and all subsequent [new] incidents. If additional space is required, you may attach a separate page.

SECTION 5. EXEMPTION FROM APPLICATION FEE - Exemption from payment of application fee is limited to federal, state or local government official or institution. The applicant's superior or agency officer must certify exempt status. The signature, authority title, and telephone number of the certifying official (other than the applicant) must be provided. The address of the fee exempt institution must appear in Section 1.

SECTION 6. METHOD OF PAYMENT - Indicate the desired method of payment. Make checks payable to "Drug Enforcement Administration". Third-party checks or checks drawn on foreign banks will not be accepted. **FEES ARE NON-REFUNDABLE.**

SECTION 7. APPLICANT'S SIGNATURE - Applicant MUST sign in this section or application will be returned. Card holder signature in section 6 does not fulfill this requirement.

NOTICE TO REGISTRANTS MAKING PAYMENT BY CHECK

Authorization to Convert Your Check: If you send us a check to make your payment, your check will be converted into an electronic fund transfer. "Electronic fund transfer" is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By sending your completed, signed check to us, you authorize us to copy your check and to use the account information from your check to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

Insufficient Funds: The electronic funds transfer from your account will usually occur within 24 hours, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic funds transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two more times.

Transaction Information: The electronic fund transfer from your account will be on the account statement you receive from your financial institution. However, the transfer may be in a different place on your statement than the place where your checks normally appear. For example, it may appear under "other withdrawals" or "other transactions". You will not receive your original check back from your financial institution. For security reasons, we will destroy your original check, but we will keep a copy of the check for record-keeping purposes.

Your Rights: You should contact your financial institution immediately if you believe that the electronic fund transfer reported on your account statement was not properly authorized or is otherwise incorrect. Consumers have protections under Federal law called the Electronic Fund Transfer Act for an unauthorized or incorrect electronic fund transfer.

ADDITIONAL INFORMATION

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

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 1117-0015. Public reporting burden for this collection of information is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information.

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.

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.

Your Local
DEA Office

CONTACT INFORMATION

All offices are listed on website
(800, 877, and 888 are toll-free)

INTERNET:

www.deadiversion.usdoj.gov

TELEPHONE:

Headquarters Call Center: (800) 882-9539

WRITTEN INQUIRIES:

DEA
Attn: Registration Section/ODR
P.O. Box 2639
Springfield, VA 22152-2639