How to Register for a New DEA License – Schedule II-IV

1. **Begin at:** CSA Registration Online Mgmt Tools

2. **Click New Registration**

   1. **New Registration**
   2. Collector Status Request/Update Login
   3. Registration Renewal
   4. Registration Update
   5. Check Registration Status
   6. Registration Reprint Receipt
   7. Registration Reprint Certificate
   8. Registration Validation
   9. Request Form 222

3. **Select your Business Category**
   - Click “Researcher” in the Form 225 Column

![Select Your Business Category](image)
4. Select One Business Activity and Click Continue

![Select One Business Activity](image)

5. Enter Personal Information

![Personal Information](image)
6. **Click box for fee exemption (new window opens)**

   ![Image of fee exemption form]

   - Enter a Social Security Number (Individuals) or Taxpayer Identifying Number (Individuals/Businesses)
   - If you are Fee Exempt, check the Fee Exempt box below and supply the required information.
   - **Tax ID** *(No dashes or spaces)*
   - **SSN** *(No dashes or spaces)*

   **For Fee Exempt Applicants ONLY:**
   By checking this box, the applicant hereby CERTIFIES 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**

   ![Image showing Proceed button]

7. **You do not need to enter Tax ID**
   - Enter SSN
   - Enter the name of the **Fee Exempt Institution** as “Texas A&M University”
   - Enter the name of your department head/supervisor as **The Certifying Official Name** and include their **Title, Email, and Phone Number**.
   - Click agreement and Proceed

   ![Image of fee exemption section with filled fields]

   - **Name of Fee Exempt Institution** *(Must be a Federal, State, or County Agency)*
   - **Texas A&M University**
   - **Certifying Official Name**
   - **Department Head/Supervisor**
   - **Certifying Official Title**
   - **Certifying Official Email**
   - **Certifying Official Phone**

   **THE FEE EXEMPT REGISTRATION IS RESTRICTED FOR GOVERNMENT WORK ONLY. IT MAY NOT BE USED AT NON-GOVERNMENT FACILITIES.**

   ![Image showing Proceed button]
8. Enter applicable drug schedules. If needed, use “Schedule Details” link to look up applicable schedule(s).

9. “Schedule Details” link opens up the DEA website
   - There are multiple ways to search; however, the easiest is to click ‘alphabetical order’.

   This opens up a page that lists the substances. Use Control Find (Ctrl+f) to search your substance(s) of interest.

   FYI: DEA Number=drug code; CSA SCH=the schedule; NARC Y/N is whether or not the drug is a narcotic. Make note of this information for your application, as applicable.
10. **Now that you have confirmed the necessary information, complete this section of the application and proceed:**

### Controlled Substances

- **Alphabetical Order**

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>DEA NUMBER</th>
<th>CSA</th>
<th>NARC</th>
<th>OTHER NAMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1-(4-Fluorobenzyl)-1H-indol-3-yl)(2,2,3,3-tetramethylcyclopropyl)methane</td>
<td>7014</td>
<td>I</td>
<td>N</td>
<td>FLB-144</td>
</tr>
<tr>
<td>[3,2-c]-furazan-5a-androstan-17β-ol</td>
<td>4000</td>
<td>III</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>[3,2-c]pyrazole-androst-4-en-17β-ol</td>
<td>4000</td>
<td>III</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>1-(1-Phenylcyclohexyl)pyrrolidine</td>
<td>7458</td>
<td>I</td>
<td>N</td>
<td>PCP, PHP, rolincycline</td>
</tr>
<tr>
<td>1-(2-Phenylethyl)-4-phenyl-4-acetoxypiperidine</td>
<td>9663</td>
<td>I</td>
<td>Y</td>
<td>PEPAP, synthetic heroin</td>
</tr>
<tr>
<td>1-(5-Fluoropentyl)-N-(2-phenylpropan-2-yl)-1H-indazole-3-carboxamide</td>
<td>7083</td>
<td>I</td>
<td>N</td>
<td>5F-CUMYL-PINACA; SGT-26</td>
</tr>
<tr>
<td>1-(1-Thienyl)cyclohexylpiperidine</td>
<td>7470</td>
<td>I</td>
<td>N</td>
<td>TCP, tenocyclidine</td>
</tr>
</tbody>
</table>

Your business activity is: RESEARCHER (II-V)

**DRUG SCHEDULES [Schedule Details]**
Select all that apply

- [ ] Schedule 2 Narcotic
- [ ] Schedule 2 Non Narcotic
- [ ] Schedule 3 Narcotic
- [ ] Schedule 3 Non Narcotic
- [ ] Schedule 4
- [ ] Schedule 5

☐ Check here if you require order forms to only purchase Schedule I and II from suppliers.

[← Previous  → Proceed ]  [  → Cancel ]
11. **Skip this section and proceed**

You must be currently authorized to prescribe, distribute, dispense, conduct research, or otherwise handle the controlled substances in the schedules for which you are applying under the laws of the state or jurisdiction in which you are operating or propose to operate.

Failure to provide VALID and ACTIVE state licenses will be cause to declare the application as defective and it will be withdrawn **WITHOUT refund**

- **State License Number**
- **State License State**
- **State License Expire Date**

12. **Answer all four No/Yes questions honestly and proceed**

All applicants are required to answer the following 4 questions:

- Has the applicant ever been convicted of a crime in connection with controlled substance(s) under state or federal law, or been excluded or directed to be excluded from participation in a medicare or state health care program, or any such action pending?
  - **No** | **Yes**

- Has the applicant ever surrendered (for cause) or had a federal controlled substance registration revoked, suspended, restricted or denied, or is any such action pending?
  - **No** | **Yes**

- Has the applicant ever surrendered (for cause) or had a state professional license or controlled substance registration revoked, suspended, denied, restricted, or placed on probation, or is any such action pending?
  - **No** | **Yes**

- If the applicant is a corporation (other than a corporation whose stock is owned and traded by the public), association, partnership, or pharmacy, has any officer, partner, stockholder or proprietor been convicted of a crime in connection with controlled substance(s) under state or federal law, or ever surrendered or had a federal controlled substance registration revoked, suspended, restricted or denied, or ever had a state professional license or controlled substance registration revoked, suspended, denied, restricted, or placed on probation, or is any such action pending?
  - **No** | **Yes**
13. The system will prompt you to enter (or not enter) specific drug codes based on your previous selections:
   - Follow the directions on the screen (recall you already searched the DEA webpage for drug codes above in step #9). Only enter drug codes if prompted, otherwise leave empty and proceed.

14. Verify info, edit as needed. Ensure application is complete. Sign electronically.
15. Validate email address and submit application

![Validate email address and submit application](image)

16. Note your tracking number and print a receipt for your records

It is recommended that you use your browser's print function to print a copy of this page for your records. Your application will be reviewed and will be processed when the review is complete. This process may take 4 to 6 weeks.

We have a new email subscription service. This service will make it easier for you to receive information of interest to you. If you would like to receive notifications, please click or go to [https://public.govdelivery.com/accounts/USDOJDEADCD/subscriber/new](https://public.govdelivery.com/accounts/USDOJDEADCD/subscriber/new) to sign up.

It is recommended you print a detailed receipt: ![Print Receipt](image)

17. To check on the status of your registration, return to: CSA Registration Online Mgmt Tools

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