**DEA registration guidelines**

Before applying for a DEA registration number you must have a valid WV state license/permit to handle controlled substances from the **WV Board of Pharmacy**. Click the link below to apply.

<http://wvbop.com/forms/ControlledSubstances.pdf>

When filling out the form follow the exceptions below:

* For DEA#: put in pending
* For #2 name and license # of your consultant pharmacist: N/A
* For #12 Signature of consulting Pharmacist: N/A

Once you receive your state license you can then apply for a DEA permit. Click on the link below to apply.

<http://www.deadiversion.usdoj.gov/>

On Form 225 (Application for Registration under the controlled substances act), the **PI’s department chair** is to sign section 6 (Exemption from application fee).

After you have sent in your DEA application, the DEA office will send you an e-mail requesting some addition al items/information of you will be using C-II, C-III, C-IV, C-V\* substances.

(\* if you will be using C-I they will require addition information, which they will let you know)

Addition information requested includes:

* Research protocol
* Your duty title
* Curriculum vitae
* Floor plan
* Copy of your pharmacy permit
* Where will the controlled substances be stored? Send pictures of the safe/cabinet. List the dimensions, safe maker, serial number etc.
* What controlled substances you will be utilizing and the amounts?
* Who will have access to controlled substances? Provide full name, date of bath, SSN and address
* What are the office hours that controlled substances will be utilized?