



The University of Vermont

Information Needed for the DEA Registration For Controlled Substances used in UVM Research

Section 1. Personal/Business Information

For an Individual Registration (Practitioner, Researcher) you are required to provide your Full Name, Address, Social Security Number, and Phone Number. Since you are getting this registration in your capacity as a UVM researcher, please use UVM's federal tax ID number: 03-0179440. Note that the business address provided in this section must be the physical location where the controlled substances are physically stored (generally, a laboratory); a separate mailing address can be entered at the bottom of the page (if, for instance, you wish to use an office address for mailing). A researcher who uses controlled substances in different locations will need a separate registration for each distinct location.

On page two of the personal information section, check the box under "fee exempt applicants only." On page three of this section, you will be asked to enter "fee exempt details." For this section, enter the following: Dr. Kirk Dombrowski, VP for Research, 656-2918, Kirk.Dombrowski@uvm.edu. Then, check the "agree" box.

Section 2. Activity

This section captures Business Activity and Drug Schedule information. Check ONLY the specific schedule(s) for the drug(s) approved in your protocol. If you require any Schedule II drugs (e.g. pentobarbital), you need to check that you DO require order forms. You do not need order forms for ketamine or buprenorphine, which are Schedule III drugs.

Section 3. State License(s)

If you have a medical, veterinary or pharmacy license, enter your license number in the section where a State License number is requested. If you do NOT have a DVM/MD/RPH, enter "000000" for the license number, VT for the state, and the date one year from the application date. Also, if you do NOT have a DVM/MD/RPH license, you do not need to enter anything in the State Controlled Substance Registration block.

Section 4. Background Information

Check the appropriate boxes.

Section 5. Payment

You should not be required to make any payment.

Section 6. Confirmation

Applicants will confirm the entered information, make corrections if needed, and electronically "sign" and submit the application. A submission confirmation will be presented. Applicants will be able to print copies for their records.