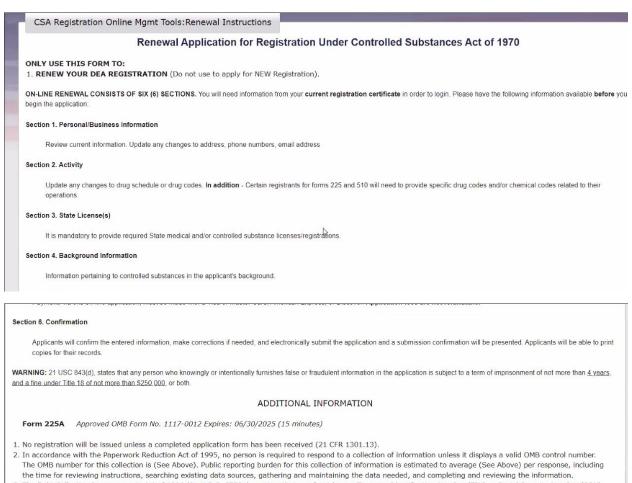
## **DEA Renewal Application Guidance**

PIs will receive an email reminder notification from the DEA when it is time to renew their registration.



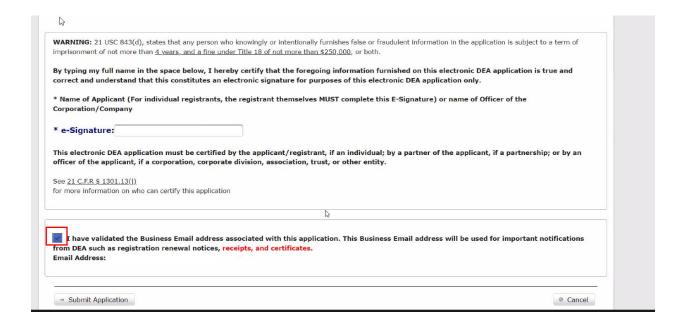
- 3. The Debt Collection Improvements Act of 1996 (31 U.S.C. §7701) requires that you furnish your Taxpayer Identification Number (TIN) or Social Security Number (SSN) on this application. This number is required for debt collection procedures if your fee is not collectible.
- 4. PRIVACY ACT NOTICE:

  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), 52 FR 47208, December 11, 1987, as modified.

## DIVERSION CONTROL PRIVACY POLICY

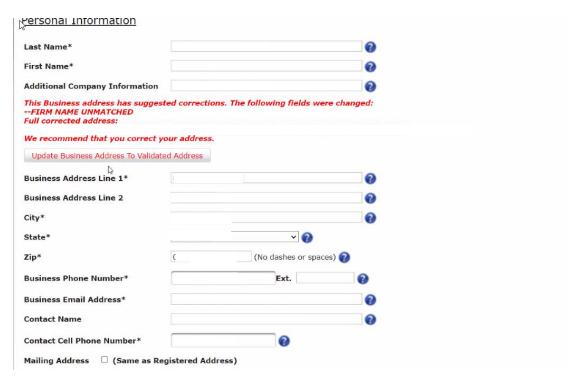
→ Previous → Proceed



## Section 1.

These fields will be pre-populated on the renewal form. If this information differs from what is currently on file then it will flag this submission for further review at the DEA so do not change it unless you are updating to the postal address they suggest (indicated below). Note that all address changes need to be approved by the DEA at the time of moving and not during the renewal process.

US postal office has new ways of spelling out the street names etc. Review and accept suggestions if applicable.



Section 2: Click fee except box. Then proceed. (UVM is fee exempt)



Section 3: Be sure to fill in any information that is missing, in this example, VPR Kirk Dombrowski's email address. The DEA will email Kirk to confirm so you get the waiver. If you need any help filling this out please contact RPO.

Then click agree and proceed.

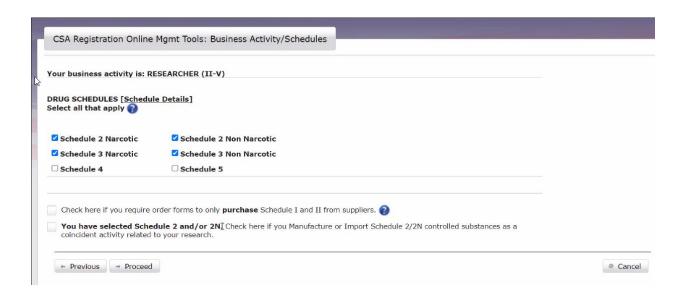


Section 4: Confirm the schedules of drugs you are currently approved for (do not change from what you're approved for! Applying for use of additional schedules of substances should be done in a separate transaction with the DEA and not during renewal process. Making changes here now will hold up your review at the DEA)

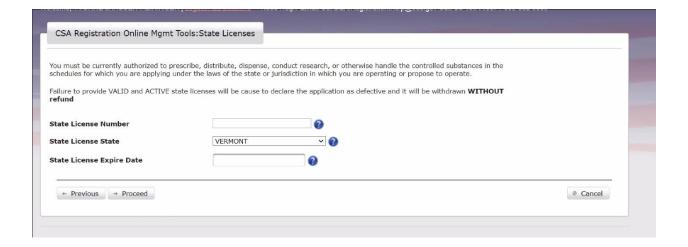
Note: 222 order forms never expire. Only order if you need them.

Note: The second check-box is typically "no". There are no labs here currently manufacturing 2/2N substances at UVM. You will, however, need to verify that the company you purchase Schedule 2/2n substances from is not outside the US.

Click proceed when you're finished filling out this section.



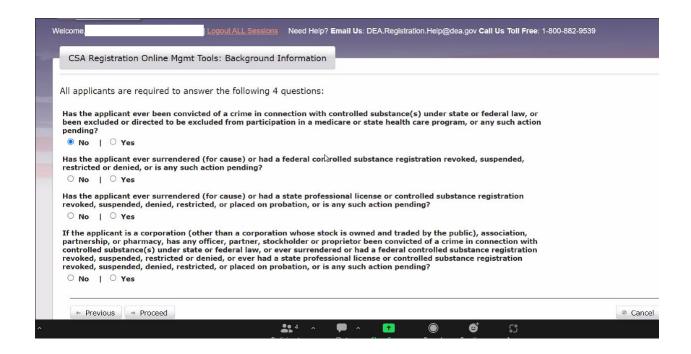
Section 5: Note: UVM has a license waiver as an academic research institution so we do not have a state license. Our DEA agent said we should type a few zeros in this field. The date can be a year after the expiration date of your current DEA registration



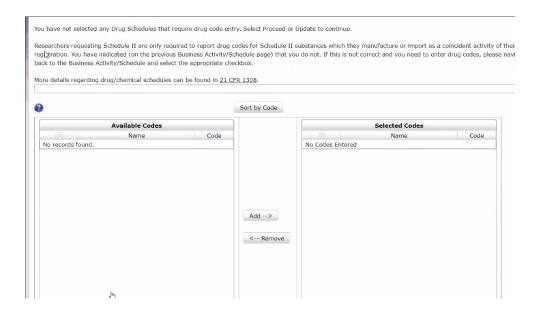
Section 6: Answer the questions.

Note: Answering one of these differently than the answer you provided at last renewal (or initial application if this is your first renewal) will prompt the DEA to schedule a meeting with you to discuss. Answers must be honest, even if something has changed for your situation.

Please note for the fourth question, applicant is not a corporation.



Section 7: Note: If you selected No to the import and manufacturer question in section #4. Nothing will populate in this box



## Lastly, validate and submit!

