



Instructions for Adding Schedule II Narcotic to an Active DEA Registration

Step 1

Visit the DEA Office of Diversion Control registration update website:

<https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/updateLogin.jsp>

Step 2

Complete the required login information and click "Login."

It is absolutely critical to fill in the boxes correctly. If you have an error on this form, you will get a message saying your DEA registration cannot be found.

Please note that the expiration date requested is listed on your most recent DEA certificate.



Update Request for Registrations Under Controlled Substance Act of 1970

DEA Registration/Application Update Request Login:

DEA Number (Required for CURRENT Registrants - Not Case Sensitive)

Registration Control Number (Required for NEW/Pending applicants - Not Case Sensitive)

Last Name or Business Name (Required - Not Case Sensitive) As it appears on your registration. Example: If "Smith, John Q MD" is on your registration, then enter: **Smith** If "Smith's, Pharmacy" is on your registration, then enter: **Smith's** If "Smith's Pharmacy" (no comma) is on your registration, then enter: **Smith's Pharmacy**

SSN (Required if given on application)

Tax ID (Required if given on application)

Month: Day: Year: **Current Expiration Date (Required for registrants. Listed on registration certificate.)**

State: **State (from registered address) (Required)**

Zip: **Zip (from registered address) (Required)**

[DEA OFFICE OF DIVERSION CONTROL PRIVACY POLICY](#)

Step 3

You will be directed to the Summary of Information page after logging in.

- A. Verify your personal information and licensure information are both correct in the "Personal Info" and "State Licenses" boxes. You can edit the information by clicking the "Change" buttons on the left side of the page. By clicking on "Change," you will be directed to a new page where you can update your personal information or state licenses. After saving your changes, you will be automatically directed back to the Summary of Information page.



Summary of Information
Please review your responses. Click the change buttons on the left to make any required changes, then submit the application using the Submit button below.

STEP - 1 PERSONAL INFO	
First Name: MI:	
Last Name:	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
Business Email:	
Contact Name:	
<input type="button" value="Change"/>	
STEP - 2 BUSINESS ACTIVITY	
Business Activity:	
Drug Schedule:	
NPI:	
Degree:	OD
DOB:	
Grad. Year:	
Med. / Prof. School:	
<input type="button" value="Change"/>	
STEP - 3 STATE LICENSES	
State License:	
Number:	
State:	GA
Expires:	

WARNING: 21 USC 843(d), states that any person who knowingly or intentionally furnishes false or fraudulent information in the application is subject to a term of imprisonment of not more than 5 years, a fine of not more than \$250,000, or both.

By typing my full name in the space below, I hereby certify that the foregoing information furnished on these applications/DEA forms pages is true and correct and understand that this constitutes an electronic signature for purposes of these applications/DEA forms only.

* Name of Applicant (For individual registrants, the registrant themselves MUST complete this E-Signature) or name of Officer of the Corporation/Company

E-Signature:

This electronic application/DEA form must be certified by the applicant/registrant, if an individual; by a partner of the applicant, if a partnership; or by an officer of the applicant, if a corporation, corporate division, association, trust, or other entity. See 21 C.F.R. § 301.330 for more information on who can certify this application.

- B. To update your DEA licensure to include Schedule II narcotics, you must click the "Change" button on the left side of the "Business Activity" box. You will be directed to a new page, which is shown in the next step in this guide.

STEP - 2 BUSINESS ACTIVITY

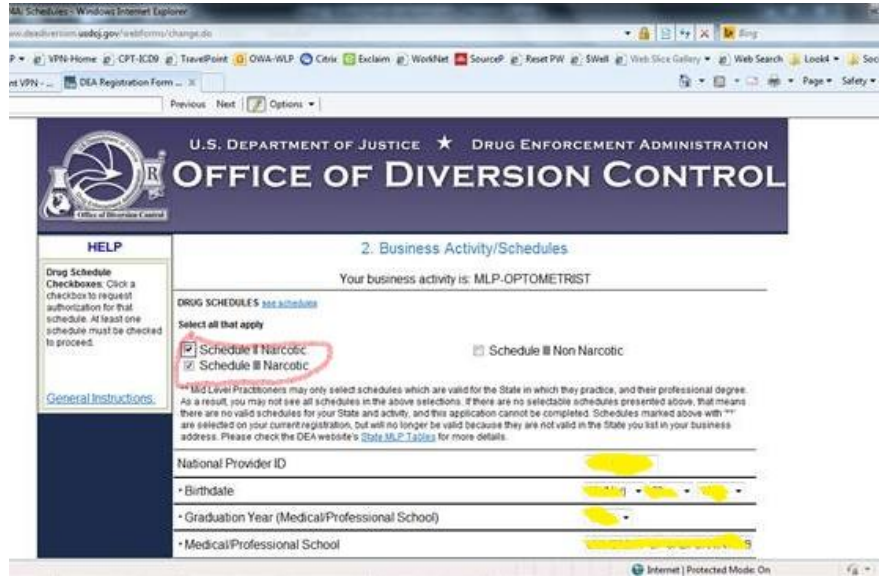
Business Activity:	
Drug Schedule:	
NPI:	
Degree:	OD
DOB:	
Grad. Year:	
Med. / Prof. School:	
<input type="button" value="Change"/>	

Step 4

Check the boxes for **Schedule II Narcotic** and **Schedule III Narcotic**, which are circled in red in the image next to these instructions.

It is up to the individual OD to decide whether they want to check the **Schedule III Non-Narcotic** box. Most ODs do not prescribe drugs in this classification.

After you click “**submit**,” you will be directed back to the Summary of Information page.



Step 5

When you have updated the “**Personal Info**,” “**Business Activity**,” and “**State Licenses**” sections, verify that all of the information is correct on the Summary of Information page.

Next, provide your e-Signature and hit the “**Submit Application**” button.

Step 6

After submitting your update, a DEA field office will review your registration update. *Registration processing could possibly take up to four weeks.* If your registration update is denied, please contact Kara Corches at kcorches@coavision.org.

