



Temple University School of Medicine

Department of Physician & Faculty Recruitment

DEA Registration

New Application and Registration Change Guidelines & FAQ

Contact Information

Philadelphia Field Division

William J. Green Federal Building
600 Arch Street, Room 10224
Philadelphia, PA 19106

Diversion Number: (215) 238-5160

Diversion Fax: (215) 238-5170

Diversion Program Manager - Donetta Spears (215) 238-5160

Group Supervisor - Luis Carrion/Group 1 (215) 238-5160

Group Supervisor - Carlos Aquino/Group 2 (215) 238-5160

Getting Started

What does a practitioner/physician need to obtain before they can complete an application for DEA registration?

Issuance of a DEA registration to prescribe controlled substances is predicated on successfully completing all of the requirements imposed by the state in which the practitioner will conduct business and obtaining a state license. If the practitioner fails to obtain the required state license or has the license revoked or rescinded, then the DEA cannot issue the requested registration. If an existing DEA registrant loses their state privileges, then the DEA must also rescind or revoke their federal authority to prescribe controlled substances [*In other words, no license, no DEA.*]

New License or Address Change?

In most instances whether a physician is practicing or in the process of completing a residency or fellowship a DEA number that is in good standing can be transferred by using the change of address request form provided below.

Residents/Fellows can begin the change of address/transfer request up to two weeks prior to the completion of their training if the individual holds an active medical license in the state where they will be practicing.

Are separate registrations required for separate locations?

A separate registration is required for each principal place of business or professional practice where controlled substances are stored, administered or dispensed by a person. If a practitioner will only be prescribing from this new location within the same state, then an additional registration is not necessary.

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For New Licenses and Renewals

The new license and renewal DEA application with complete instructions can be found on the DEA, Office of Diversion Control Website. The application is to be completed and submitted electronically via the link provided below.

http://www.deadiversion.usdoj.gov/drugreg/reg_apps/onlineforms_new.htm

The cost of a new or renewal DEA application is **\$551** and the registration period is three years (in most cases)Created on 6/23/2009 10:02:00 AM.

New Applications (DEA Form 224) are processed within 4 to 6 weeks. Renewal Applications (DEA Form 224a) are processed within approximately 4 weeks.

To make an inquiry on the status of your application you may call 1-800-882-9539 or you may call the **DEA Field Office** nearest you whose contact information is provided in the above link.

Registration Changes

- Name Changes
- **Address Changes**
Do not submit this until you have an approved state license for the new address. Please note that these changes will become effective immediately upon DEA approval.
- Schedule Changes
- Drug Code Changes

The practitioner must have an active medical license in the state where they will be transferring their DEA registration. A practitioner who moves to a new location must request a modification of registration. It is the practitioner's responsibility to notify the DEA about a change of address before the effective date of the move. The notice of change of address should be made in writing to the local DEA office and there is no cost associated with the change. The Address Change Request is available on the Internet at

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

When requesting an address change one must also request a duplicate copy. Simply requesting the address change will do just that - The address will be changed but a revised copy will not be mailed - One must request a copy/duplicate as well.

The form must be manually signed and faxed or mailed to the local DEA office, **(215) 238-5170**. The request must include a copy of the practitioner's current state medical/professional license for the new address along with a copy of the practitioner's corrected state controlled substance registration if applicable. Contact the local DEA office **(215) 238-5160** to confirm your fax was received and is being processed.

Feel free to contact the Department of Physician/Faculty Recruitment & Retention at 215-707-2236 Retention, Scott Caldie or Michael Lester for further assistance.