



DEA Research Registration Application Instructions

IMPORTANT: You must have your state license *BEFORE* you apply with the DEA. Once approved, the DEA registration must be renewed annually.

1. Complete DEA Form 225 (the application) online

- Business Activity = Researcher II-V
- Business address = address of your storage location including building name, **room number**, street address, city, state and zip code
- Mailing Address (if different from business address) = building name, room number, street address, city, state and zip code
- Fee = select the fee exemption checkbox and enter your superior's name, usually a department chair or research associate dean, as the certifying official
- Order Forms = Select the check box for DEA 222 Forms only if you will be ordering schedule II drugs (e.g., pentobarbital, fentanyl)

2. Complete DEA Questionnaire.

Approximately 4-8 weeks after submission, a DEA agent will contact you to finalize the registration. The DEA will ask you to provide additional information in the form of a researcher questionnaire. This information is similar to what was previously supplied to the state.

Checkpoint

If you have not had any contact with the DEA within two months of completing your questionnaire, contact your assigned DEA agent to obtain an update on your application.