

Drug Enforcement Administration

Instructions for Investigators

August 20, 2024

Obtain Drug Enforcement Administration (DEA) License

To register as a new researcher, the DEA Form 225 must be completed. If you conducts research at more than one location, each place must be separately registered with the DEA.

The DEA Form 225 should be completed online. A paper version of the

DEA Form 225 can be requested by writing to:

Drug Enforcement Administration
Diversion Control Division
Attn: Registration & Program Support Section/DRR
P.O. Box 2639
Springfield, VA 22152-2639

With your BNE license in hand, go to:

<https://apps.deadiversion.usdoj.gov/webforms2/spring/main?execution=e1s3>

Fill in the application with THE EXACT SAME INFORMATION as shown on your BNE license (name, address, etc.)

NOTE: Schedule II-V researchers are not required to submit a research protocol with the application. Only schedule I applicants must submit a protocol.

On the next page, check off the box that says CERTIFICATION FOR FEE EXEMPTION - Government Only, then provide the following details:

Certification For Fee Exemption – Government Only	
Provide the Name, Title, and Phone Number of the Certifying Official (Applicants must not certify themselves)	
Name of Fee Exempt Institution Must be a Federal, State, or County Agency	Stony Brook University
Certifying Official Name*	Rebecca Dahl, PhD
Certifying Official Title*	Asst. VP Research Compliance
Certifying Official Email*	Rebecca.dahl@stonybrook.edu
Certifying Official Phone*	631-632-6541

By checking the following box, the applicant states that they certifying official listed above has consented to be named on this application for the purpose of certifying the applicant's Fee Exempt status

The Fee Exempt Registration is restricted for government work only. It may not be used at non-government facilities

I have read the above and agree*

Select the drug schedules you plan to use (both narcotic and non-narcotic). Only select Schedule II if you have a safe!

Fill in your State License information (BNE License), follow the prompts (Schedule II users will need to select the drugs they plan to use), and then submit.

Once your DEA application is reviewed, the DEA will contact you to set up an **in-person inspection** of your lock box/safe (This is separate from the BNE inspection). Keep the Certificate of Registration (DEA Form 223) at the registered location in a readily retrievable manner and available for official inspection. If you need a duplicate Certificate of Registration, a copy can be requested online, or by contacting DEA Headquarters at 1-800-882-9539, or via e-mail at DEA.Registration.Help@dea.gov

If you are using Schedule II drugs, you will also need DEA 222 forms for purchasing them.

You must renew your DEA license every year.