DEA Research License Application Instructions

Below are instructions for submitting to the DEA to get a Researcher DEA license.

1. To apply for your NEW Research DEA license… go to this web site: https://www.deadiversion.usdoj.gov/
2. In the green box under “Registration Support” – click on NEW APPLICATION
3. You will be taken to a page with a list of “Available Options” – click on NEW REGISTRATION
4. Read through sections 1-6
5. Then go to the Select Your Business Category
6. Click on “Researcher” under form 225
7. Scrolled below this section, to “Select One Business Activity” – Under the Select Activity drop-down menu – select the type of Research DEA Registration you need – there are two options
   a. Researcher II-V (this is for researchers using controlled substances under schedules II-V)
   b. Researcher I (this is for researchers using controlled substances under schedule I)
8. The click CONTINUE
9. This will take you to the on-line application
   a. Put this DEA Researcher license under your name
   b. For the business address – this should be the address where the drugs will be stored. It will be the address printed on the license. It needs to be a physical address – not a PO box. This will be where your controlled substances are shipped.
   c. Use your WSU office phone, email.
   d. You can put your office address for the mailing address
10. It will ask for a TAX IDENTIFICATION NUMBER. WSU’s TAX ID NUMBER is: 916001108
11. For the Drug Schedules – click all of the schedules you would have the potential in purchasing for your research needs (Schedule II through Schedule V) OR (Schedule 1). If you have questions about what schedule your controlled substances are, you are welcome to reach out to the Office of the Campus Veterinarian at 509-335-6246 or or.ocv.alert@wsu.edu
12. It will ask you for your State License Number – this is the Controlled Drug License you got from the WA Department of Health. Enter that number and the expiration date on the DOH license.
13. It will ask you a bunch of YES and NO questions – answer accordingly
14. It will ask you if you are FEE EXEMPT – Check YES
15. It will ask for a Certification of Fee Exemption – this is where you put in the person’s name and contact:

   Stacy Pearson
   Vice Pres for Finance and Admin.
   509.335.2600 (phone)
   stacy.pearson@wsu.edu

16. It will ask you to electronically sign the form.
17. Once the application is complete and submitted – you will be able to print a copy of what you just submitted. Please print this for your records.

After you have submitted your application – send a courtesy email to
DEA Research License Application Instructions

- Kris Olson (she is Stacy Pearson’s assistant) kris.olson@wsu.edu
- Also Cc Stacy Pearson on the email stacy.pearson@wsu.edu

The Email could read something like this:

Subject Line: DEA Researcher License Application I - Listing Stacy Pearson for Certifying Official

Hi Kris,

I recently completed a new Research DEA license application for <put your name and department>. I was instructed to list Stacy Pearson as the Certifying Official for our University as the person who could verify, we are a government agency which makes us fee exempt from having to pay the DEA license application charges. It is not likely you will be contacted by the DEA, but I wanted to extend this courtesy notification to Stacy Pearson just in case. I was instructed to send this courtesy email by the WSU Pullman Office of the Campus Veterinarian.

Let me know if you have questions or need more information.

Thank you,

Once your application is submitted, it is just a waiting game. It can be some time (several weeks) before you to hear back from the DEA. Your official DEA Registration will come in snail mail to you. This will also prompt a scheduled visit by the Washington State Board of Pharmacy inspector. They will go over with you security & storage of controlled substances, authorized users, record keeping, policies and procedures form (P&P), etc.

As of this updated document, these are the WA Department of Health Pharmacist Inspectors for the various WSU campus locations.

Pullman & Tri-Cities, WA
Shelley Feldner-Schuerman, PharmD
Pharmacist Inspector
Pharmacy Quality Assurance Commission
Health Systems Quality Assurance Division
Washington State Department of Health
Shelley.feldner-schuerman@doh.wa.gov
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509-590-5743 | www.doh.wa.gov

**Vancouver, WA**

**Stephanie Martin, PharmD**
Pharmacist Inspector
Pharmacy Quality Assurance Commission
Health Systems Quality Assurance Division
Washington State Department of Health
stephanie.martin@doh.wa.gov
| www.doh.wa.gov

**Spokane, WA**

**Danielle Lee, PharmD.**
Pharmacist Inspector
Pharmacy Quality Assurance Commission
Health System Quality Assurance
Washington State Department of Health
Danielle.Lee@doh.wa.gov
509-688-5476 |