

**CHECKLIST FOR SUBMITTING NEW AND RENEWING
DC Controlled Substance Drug Registration Application**
(Manufacturers, Distributors, Wholesalers - Facilities)

IMPORTANT – PLEASE READ

Every person who manufactures, distributes, dispenses, or conducts research with any controlled substance, or who proposes to engage in the manufacture, distribution, dispensing, or conducting of research with any controlled substance within the District of Columbia shall obtain (biennially) and maintain current registration. (§22-1002.1 - DCMR Chapter 10)

*Mail completed application(s), nonrefundable fee(s) and required documents together to
DC DOH - Pharmacy Division, P.O. Box 37803, Washington, DC 20013.*

**CHECKLIST FOR SUBMITTING THE DC CONTROLLED SUBSTANCE
REGISTRATION APPLICATION FOR SCHEDULES II – V DRUGS:**

- _____ Controlled Substance Registration Application completed, dated and signed
- _____ \$130.00 **nonrefundable fee** (check or money order), made payable to DC Treasurer
- _____ Copy of current U.S. Federal DEA Registration for the location (cannot be expired)
- _____ List of all controlled substance drug products applicant intends to ship into the District of Columbia

IMPORTANT: A separate application, fee and required documentation are required to be submitted for **Schedule I** drug products. Requirements are listed below.

**CHECKLIST FOR SUBMITTING THE DC CONTROLLED SUBSTANCE
REGISTRATION APPLICATION FOR SCHEDULE I DRUGS:**

- _____ Controlled Substance Registration Application completed dated and signed
- _____ \$130.00 **nonrefundable fee** (check or money order), made payable to DC Treasurer
- _____ Copy of U.S. (Federal) DEA Registration for Schedule I for the location (cannot be expired)
- _____ List of Schedule I controlled substance drug products applicant intends to ship into the District
- _____ List of company names and complete addresses of customers to which the applicant intends to ship Schedule I controlled substance drugs in the District of Columbia
- _____ Detailed explanation for intended use of Schedule I controlled substances drug products
- _____ An in state (Resident) applicant must also submit the IRB – Safe with CRF Standards for Schedule I controlled substance drugs

CHECKLIST FOR SUBMITTING NEW AND RENEWING
DC Controlled Substance Drug Registration Application
(Manufacturers, Distributors, Wholesalers – Facilities)

RECORD KEEPING: Please make a copy of the completed application, payment(s) and all documents submitted with the application for your records.

Mail to: DC HEALTH - PHARMACY DIVISION
P.O. Box 37803
Washington, DC 20013

LICENSE VERIFICATION: To verify the status of a DC controlled substance registration application, renewal, or license/registration, paste the web link below into your web browser:

<https://app.hpla.doh.dc.gov/Weblookups/Search.aspx?facility=Y>

SUBMITTING APPLICATION(S): When submitting multiple applications, it is the sole responsibility of the applicant to submit each application with the required fee(s) and document(s). The fee and documents must be securely attached to the respective application, as outlined in the checklist, and submitted in the order of the checklist..

FREQUENTLY ASKED QUESTIONS: A list of frequently asked questions can be located on the DC government website at <https://dchealth.dc.gov/pcd>.

DC WEBSITE: DC Applications, Forms, Checklists and Municipal Regulations are available online at <https://dchealth.dc.gov/pcd>.

<p>IMPORTANT: The application, nonrefundable fee and <u>all</u> required documents must be submitted together. Incomplete applications or those submitted with missing, expired, or unreadable documents will be returned.</p>

CONTROLLED SUBSTANCE REGISTRATION APPLICATION FOR FACILITIES

Mail application, nonrefundable fee of \$130, US (federal) DEA Registration, and all required documents to:

DC HEALTH - PHARMACY DIVISION, P.O. Box 37803, Washington, DC 20013

<https://www.dchealth.dc.gov/pcd>

Please print clearly in ink and in upper case letters only. Incomplete applications and those submitted with incorrect, missing, or expired documents will be returned via regular US mail

Application Type <input type="checkbox"/> New <input type="checkbox"/> Change of Name <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Location <input type="checkbox"/> Renewal (Provide Controlled Substance Registration number): _____	Facility Location <input type="checkbox"/> Out-of-State (Non-Resident) <input type="checkbox"/> In State (Resident)									
Profession Type <input type="checkbox"/> Pharmacy <input type="checkbox"/> Distributor <input type="checkbox"/> Wholesaler <input type="checkbox"/> Substance Abuse Facility <input type="checkbox"/> Researcher <input type="checkbox"/> Veterinary Clinic <input type="checkbox"/> Fire and EMS <input type="checkbox"/> Other (specify below)										
Choose Controlled Substance Schedules applicant is applying for: <input type="checkbox"/> Schedule II <input type="checkbox"/> Schedule IIN <input type="checkbox"/> Schedule III <input type="checkbox"/> Schedule IIIN <input type="checkbox"/> Schedule IV <input type="checkbox"/> Schedule V										
Applicant Information Name of Applicant (Legal Name of Business) _____ <table style="width: 100%;"> <tr> <td style="width: 20%;">Street No. _____</td> <td style="width: 40%;">Street Name _____</td> <td style="width: 40%;">Suite No. _____</td> </tr> <tr> <td>City _____</td> <td>State _____</td> <td>Zip Code _____</td> </tr> <tr> <td colspan="2">Cell Phone Number _____</td> <td>E-Mail Address for Applicant _____</td> </tr> </table>		Street No. _____	Street Name _____	Suite No. _____	City _____	State _____	Zip Code _____	Cell Phone Number _____		E-Mail Address for Applicant _____
Street No. _____	Street Name _____	Suite No. _____								
City _____	State _____	Zip Code _____								
Cell Phone Number _____		E-Mail Address for Applicant _____								

Provide Facility Location
Address on this Page

Mailing Address (If Different) or DC Business Affiliation (Required for Researchers and Resident Health facilities)

Street No. Street Name Suite No.

City State Zip Code

Work Phone Number Fax Number E-Mail Address

All Applicants must answer the following questions; Any question that does not apply to the applicant must be answered as N/A.

- A. If the applicant is a corporation, association or partnership, has any officer, partner, stockholder or proprietor been convicted of a felony in connection with controlled substance under District of Columbia, State or Federal law? ☐ Yes ☐ No
- B. Has the applicant been convicted of a felony in connection with controlled substance (CS) under DC, State or Federal Law? ☐ Yes ☐ No
If the answer is **Yes**, submit a written explanation.
- C. Has the applicant ever surrendered or had a controlled substance registration revoked, suspended or denied? ☐ Yes ☐ No
If the answer is **Yes**, submit a written explanation.

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, ALL OF THE STATEMENTS MADE ARE TRUE, COMPLETE AND CORRECT.

Signature of Applicant/Authorized Individual Print Name and Title Today's Date

Submit application, nonrefundable fee of \$130 made payable to "DC TREASURER, U.S. (Federal) DEA Registration, and list of all controlled substance drug products the applicant intends to ship to or within the District of Columbia. **Mail to:** DC HEALTH - PHARMACY DIVISION
P.O.BOX 37803
WASHINGTON, DC 20013

Note: Applicants seeking fee waiver under 22DCMR Chapter 10, Section 1005.1 (a-d) complete the certification of fee exemption form attached.

TO THE APPLICANT: (Please read and complete all fields below)

Please read carefully and completely before signing. A false statement on this certification requires that the Department proceed immediately to revoke the license or permit for which you are now applying and fine you \$1000.00. This certificate is required by the “CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT ACT OF 1996”. (Effective May 11, 1996, D.C. Law 11-118, D.C. Code §47-2861 et seq.)

I, _____, certify that as of _____, I do not owe more than \$100.00 to the District of Columbia government
Print Name Today's Date

as a result of: 1. Fines, penalties or interest assessed pursuant to the Litter Control Administration Action of 1985, effective March 25, 1986 (D.C. Code § 6-2901 et seq.); 2. Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (D.C. Law 10-117; D.C. Code § 6- 2911 et seq.); 3. Fines, penalties or interest assessed pursuant to the Department of Consumer and Regulatory Affairs Civil Infractions Act of 1985, effective October 5, 1986 (D.C. Law 6- 42; D.C. Code § 6-2701 et seq.); or 4. Past due taxes.

I understand that if I knowingly falsify this Certification, the Department will move to revoke the license or permit for which I am applying, and to fine me \$1,000.00. I further understand that the Department may conduct an investigation to ascertain the veracity of this certification. I understand that this Certification is now required as documentation to accompany my application for a license or permit, and that by completing this Certification, I am not guaranteed that my license or permit will be approved.

Signature of Applicant

Position Title

Today's Date

CERTIFICATION OF FEE EXEMPTION

Pursuant to 22DCMR Chapter 10, Section 1005.1 (a-d) states:

The Director shall exempt from payment of a fee for registration or reregistration, any official employee or agency of the District of Columbia (DC) who is authorized to do the following: (a) To purchase controlled substances; (b) To obtain the substances from official stocks; (c) To dispense or administer the substances; or (d) To conduct research, instructional activities, or chemical analysis with the substances, or any combination thereof, in the course of his or her official duties or employment.

☐ **CHECK IF INDIVIDUAL NAMED HEREON IS A DC OFFICIAL/ DC AGENCY**

The undersigned hereby certifies that the applicant hereon is an officer or employee of a local DC agency who in the course of such employment, is authorized to obtain, dispense, prescribe, or otherwise handle controlled substances.

Signature of Certifying Official

Today's Date

Certifying Official's Name

Position Title

Name of Governmental Institution and Agency