

Obtaining a Controlled Substance Research License and Registration

How do I get a controlled substance license/registration?

Obtaining a license to use controlled substances is a relatively easy process, but it does take some time. You will need to get both a State of Michigan Controlled Substance Research License and a Drug Enforcement Administration (DEA) Controlled Substance Researcher Registration.

1. Obtain a State of Michigan license

Submit your State of Michigan Controlled Substance Research License first. You will need your State of Michigan Controlled Substance Research License number in order to get final approval from the DEA, so submit it first to get the process started. You do not have to wait until you receive the State of Michigan license number to submit the application for your federal DEA registration.

Applying for a State of Michigan Controlled Substance Research license is a two part process:

1. Completion of the application- Cost \$85.00
2. Criminal background check – Cost \$62.75

Complete the application for a State of Michigan Controlled Substance Research License

- Fill out the application found here:
http://www.michigan.gov/documents/mdch_csresearchapp_147627_7.pdf
- You will need the following supplemental information:
 - Credentials to conduct the proposed research
 - Protocol of the proposed research
 - List of controlled substances & doses to be used
[Controlled Substance Schedules](#)
 - Procedures for storage & security of drugs
 - List of other staff/persons involved
- Note: A separate application must be submitted to conduct research with Schedule I controlled substances.

Criminal background check

- A criminal background check is part of this process. Follow the instructions provided with the application for completing the fingerprinting process.

2. Obtain a DEA Registration

Start this process once you have submitted your State of Michigan application. You will not receive final approval from the DEA until you have been approved by the State of Michigan, but you can speed the process up by submitting the application.

Drug Enforcement Administration Controlled Substance Registration Application

- Complete the form for a New Applicant found here:
http://www.dea diversion.usdoj.gov/drugreg/reg_apps/index.html
- Complete Form 225 for a research license- Cost \$184; however employees of the university qualify for the fee exemption. Your department chair can serve as the certifying official.

- Use the [Online Application System](#) for the fastest turn-around time
- [Controlled Substance Schedules](#)
- Required supplemental information
 - State of Michigan license number
 - To conduct research with Schedule I controlled substances- attach 3 copies of protocol, including curriculum vitae
- Note: This application is only for Schedules II-V. A separate application is required to conduct research with Schedule I controlled substances.

Where can I find additional information?

- [State of Michigan Application for Controlled Substance Research License](#)
- [State of Michigan Criminal Background Check](#)
- [Drug Enforcement Administration Controlled Substance Registration Application](#)
- [Federal Regulations: Title 21 Regulations and Codified CSA](#)
- [Michigan Act 368 of 1978 Public health Code: Article Seven Controlled Substances](#)
- [Michigan Board of Pharmacy Administrative Rules: Controlled Substances](#)
- [Controlled Substance Schedules](#)