**DEA Exempt Information and Instructions**

UCSD physicians (and those practicing at RCHSD location) and Advance Practice employees, licensed in the state of California, may apply for a fee exempted Drug Enforcement Administration certificate to be used only at UCSD/RCHSD locations.

If the practitioner has a practice outside of UCSD – then a second DEA certificate will need to be obtained and paid for separately.

The forms can be found on the DEA’s website, [http://www.deadiversion.usdoj.gov/online_forms_apps.html](http://www.deadiversion.usdoj.gov/online_forms_apps.html)

**Instructions:**

Choose the appropriate box for Renewal of Registration or a New Registration

- Select Form 224
- Select Business Activity, drop down to Practitioner

There is no charge for the DEA registration (the fee will be exempt) but a UCSD Medical Center addresses and mail code must be used.

```
UC San Diego Health System
Department of list your dept
200 West Arbor Drive, Mail Code XXXX (your mail code)
San Diego, CA 92103-XXXX (your mail code)
```

**or**

```
UC San Diego Health System
Department of list your dept
9500 Gilman Drive, Mail Code XXXX (your mail code)
La Jolla, CA 92093-XXXX (your mail code)
```

**Or**

```
UC San Diego Health System
Department of list your dept
3855 Health Sciences Drive, Mail Code XXXX (your mail code)
La Jolla, CA 92093-XXXX (your mail code)
```

For the Certifying Individual information - enter the following:

**Meg Bassett, Director Med Staff Admin**
Phone: 619-543-7874
Email: mbassett@ucsd.edu
PRINT your receipt after you complete the online registration.

For some renewals – you are able to PRINT your new certificate after completing the registration.

Certificates take 4-6 weeks. Remember to send a copy of your certificate to the medical staff office at internal mail code 8821.

**Allied Staff New DEA Applicants:**

On the first page of the Application –.
The Business Category should always be set at Form 224 – Practitioners, Mid-Level Practitioners, Pharmacies, Hospitals/Clinics, Teaching Institutions.

Under that – at the bottom of page - you will need to select one Business Activity from the drop down menu. There is not a specific category for Nurse Midwives or Nurse Anesthetists – you will need to select MLP-Nurse Practitioner.

On the next page (page 1) General Information - In the box for First Name – you will need to enter your First name, Middle Initial and Degree – either CRNA or CNM. Some practitioners opt to spell it out as Nurse Anesthetist or Nurse Midwife – those are also acceptable – it is personal choice.