**DEA Exempt Information**

UCSD faculty physicians 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 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)

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.