



**Government of the District of Columbia  
Department of Health  
Health Regulation and Licensing Administration**

Dear Registrant:

Pursuant to the D.C. Uniform Controlled Substances Law (D.C. 4-29; D.C. Code § 48.901.02 (et. seq.) and regulations promulgated under 22 DCMR Chapters 10-15, every person who manufactures, distributes, dispensers, prescribes or who conducts research with controlled substances in the District of Columbia must be registered with the D.C. Department of Health (DOH). This registration is required in addition to federal registration with the U. S. Drug Enforcement Administration (DEA).

To apply for a new DC Controlled Substance Registration or to renew your current registration, complete the controlled substances application form. A separate registration is required for each place of business or practice that has independent activities where controlled substances are manufactured, distributed, dispensed, prescribed, research conducted, or stored on site.

To ensure that your application is processed timely, please follow the instructions provided. Incomplete applications will delay processing. Completed application packet includes the following:

Completed and signed **legible** Controlled Substance Application form and check or money order made out to: **“D.C. Treasurer”**. (See 22DCMR 1005.1 for fee exemption for DC Officials or Agencies)

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|---|---|----------|
| o | Initial and Renewal Biennial Registration | \$130.00 |
| o | Duplicate Certificate                     | \$25.00  |
| o | Late Filing Fee                           | \$35.00  |
| o | Re-inspection                             | \$130.00 |

Application package should be mailed to:

HRLA 1  
P.O. BOX 37801  
Washington, DC 20013

Should you have questions, please contact us via email at [Abena.Osae-Addo@dc.gov](mailto:Abena.Osae-Addo@dc.gov) and [Latasha.Gaskin2@dc.gov](mailto:Latasha.Gaskin2@dc.gov)

Sincerely,

Shauna White, PharmD, R.Ph.  
Executive Director – District of Columbia Board of Pharmacy  
Program Manager - Pharmaceutical Control Division