

Locating a DEA Controlled Substances License

You can search for a DEA Controlled Substances License using the following criteria:

- Last Name
- First Name
- Middle Name
- Company Name
- SSN
- Street Address
- City
- State
- Zip
- Registration Number

Results should include: Name, Address, SSN, Business Type, Registration Number, Drug Schedules, and Expiration Date.

Quick Start

First, try to find a DEA Controlled Substances License by using one or more of the following search techniques:

- 1. Search by Name and State. If too many records are returned, try adding a City or Zip Code. You can also use a partial first name.**
- 2. Search by Address, City, State and Zip Code. You can also search by City and State only.**
- 3. Search by Social Security Number.**
- 4. Search by Registration Number.**

Choose your result output by marking the appropriate radio button next to **Output Type**.

Formatted HTML provides an interactive web page including hyperlinks to generate reports.

Cut and Paste/Printer Friendly Text (No Reports) provides a web page with plain text, making it easier to copy and paste into a document.

Helpful Search Tips

SEARCH BY LAST NAME

On the **DEA Controlled Substances** Tab within the **Licenses** menu, type the Subject's Last Name in the **Last Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

REFINE A NAME SEARCH

Adding criteria, such as first name, middle name or initial, city, state, or ZIP code, refines a search. The more criteria you provide the more precise (narrow) the results will be.

Keep in mind that some records may not contain a middle name or initial, so providing one could eliminate records you may want included.

SEARCH BY COMPANY NAME

On the **DEA Controlled Substances** tab within the **Licenses** menu, type the company's name (or the first portion of a company name) in the **Company Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search by adding a State or a City and State.

SEARCH BY ADDRESS

On the **DEA Controlled Substances** Tab within the **Licenses** menu, type the Address, City, and State in the appropriate fields, then CLICK on the Search button. This returns records using that address. If more records are returned than are practical to review, refine your search as described below.

SEARCH BY SOCIAL SECURITY NUMBER

On the **DEA Controlled Substances** Tab within the **Licenses** menu, type the Social Security Number in the appropriate field, then CLICK on the Search button. This returns records using that SSN.

SEARCH BY REGISTRATION NUMBER

On the **DEA Controlled Substances** Tab within the **Licenses** menu, type the Registration Number in the appropriate field, then CLICK on the Search button. This returns records using that Registration Number.

Note: Due to Federal regulations, DEA License number may not be available as a searchable field for some customers. In addition, DEA License Number and Expiration Date data may also be restricted in Search Results and Reports.

NARROW LIST OF RESULTS

If your search returns a long list of results, we recommend adding the following criteria, if known, in this order:

1. **First Name or First Initial** - If you are not sure of the entire first name, type an initial or the first few letters in the **First Name** field.
2. **State** - Entering a state narrows the results to subjects living in that state.
3. **City or Zip Code** - Entering a city or zip code, in addition to the state, further narrows the results to subjects living in the specified city and state.
4. **Middle Name or Initial** - If your results return multiple listings with the same first and last name, add the Subject's middle name or initial. Remember that some records do not contain middle names or initials and will be excluded.

EXPAND LIST OF RESULTS

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria (e.g., middle name or initial or city).

FIND A RECORD IN THE DISPLAYED LIST

Identify the number of unique records by examining the information listed. Examine the records to determine if the displayed information fits what is known about the Subject.