

# APPLICATION FOR CONTROLLED SUBSTANCES (CHAPTER 329 HRS)

Print or type registrant's name and HAWAII BUSINESS STREET ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address If Different From Above: \_\_\_\_\_

Check if change of address



**NARCOTICS ENFORCEMENT DIVISION**  
State of Hawaii  
Department of Law Enforcement  
3375 Koapaka Street, #D100  
Honolulu, HI 96819  
Phone (808) 837-8470  
Fax (808) 837-8474

LAW 0219  
10/13

**For State Use Only:**

Reg:

Exp:

Rec:

Initial

PLEASE PRINT OR TYPE:

## 1. REGISTRATION CLASSIFICATION:

- PHARMACY (NABP/NPI # \_\_\_\_\_ )
- CLINIC (DRUG ROOM)
- PRACTITIONER \_\_\_\_\_ (Specify MD, DDS, DVM, etc)
  - LOCUM TENENS**
  - DISTRIBUTOR**
- RESEARCHER – **Submit Protocol**
- LABORATORY
- LAW ENFORCEMENT
- APRN
- LONG TERM CARE FACILITY
- OTHER \_\_\_\_\_

## 2. DRUG SCHEDULES:

- SCHEDULE I (**LE/Reasearchers Only**)
- SCHEDULE II – Narcotic
- SCHEDULE II – Non-Narcotic
- SCHEDULE III – Narcotic
- SCHEDULE III – Non-Narcotic
- SCHEDULE IV
- SCHEDULE V

## 3. APPLICANTS WILL BE RESTRICTED TO THE ACTIVITY CHECKED BELOW:

- ADMINISTER  CERTIFY MEDICAL MARIJUANA USE
- PRESCRIBE  DISTRIBUTE
- DISPENSE

## 4. CURRENT STATE OF HAWAII LICENSE NUMBER: (Medical, Dental, Pharmacy, etc.)

\_\_\_\_\_  
SUBMIT WALLET SIZE COPY

\_\_\_\_\_  
Expiration Date

## 5. FEDERAL DRUG ENFORCEMENT ADMINISTRATION (DEA) REGISTRATION NUMBER: (renewals only)

\_\_\_\_\_  
SUBMIT LEGIBLE COPY

\_\_\_\_\_  
Expiration Date

6. ARE YOU EMPLOYED AS A FEDERAL, STATE, OR CITY OFFICIAL?  YES  NO

7. **RECORDS OF REGISTRANTS.** Persons registered to distribute, prescribe or dispense controlled substances under this chapter shall keep records and maintain inventories in conformance with the record-keeping and inventory requirement of federal law and with any additional rules the department issues. (Chapter 329, Hawaii Revised Statutes)

Date of your last inventory of controlled substances: \_\_\_\_\_  
(required by law every two years)

## 8. ALL APPLICANTS MUST ANSWER THE FOLLOWING:

Has the applicant, corporation, firm, partner or officer of the applicant been convicted of a felony or misdemeanor under state or federal law relating to the manufacture, distribution, dispensing, prescribing or possession of controlled substances?

Yes  No

Has any previous registration held by the applicant, corporation, firm, partner or officer of the applicant under the CSA been surrendered, revoked, suspended, denied or pending such action?

Yes  No

\_\_\_\_\_  
Date                      Applicant's **ORIGINAL** Signature                      Title                      Specialty

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

**A criminal history background check will be conducted on all applicants as designated by Chapter 329-33(a)(3), Hawaii Revised Statutes. Chapter 329-42(a)(4), Hawaii Revised Statutes, states that it is unlawful for any person who knowingly or intentionally furnishes false or fraudulent material information in or omit any material information from, any application, report or other document required to be kept or filed under this chapter, or any record required to be kept by this chapter.**

Mail complete application with: 1) fee (see enclosed fee listing)  
2) copy of state license (wallet size)  
3) CLEAR copy of DEA certificate

**FILL OUT FORM COMPLETELY. INCOMPLETE FORMS WILL BE RETURNED.**

**ALL APPLICATIONS MUST BE RECEIVED IN OUR OFFICE BY EXPIRATION DATE OR A LATE FEE WILL BE CHARGED.**

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3375 Koapaka Street, Suite D100  
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Dear Registrant:

You must receive and post a Certificate of Registration from *both*, the State NED (our office) and the Federal Drug Enforcement Administration (DEA) to be in compliance to handle controlled substances.

PLEASE SUBMIT THE FOLLOWING TO THE ABOVE ADDRESS:

1. APPLICATION (Incomplete applications will be returned.)
2. PHOTOCOPY OF YOUR CURRENT HAWAII STATE LICENSE (i.e. online verification, notice of licensure letter or wallet card)
3. CHECK OR MONEY ORDER PAYABLE TO **NARCOTICS ENFORCEMENT DIVISION** FOR THE REQUIRED FEE AS FOLLOWS:  
(Service fee of \$25.00 will be charged for all returned checks and your certificate will be instantly suspended.)

A.	PHARMACY	\$115.00
B.	PRACTITIONER	\$115.00
C.	PHYSICIAN ASSISTANT	\$115.00
D.	DISTRIBUTOR	\$145.00
E.	RESEARCHER	\$115.00
F.	LABORATORY	\$115.00
G.	MANUFACTURER	\$195.00
H.	LONG TERM CARE FACILITY	\$115.00
I.	LAW ENFORCEMENT	fee exempt
J.	FEDERAL, STATE, OR CITY OFFICIAL	fee exempt
K.	LATE FEE (for renewals)	\$50.00

If we do not RECEIVE your application by your expiration date, submit a late fee **IN ADDITION** to your registration fee. Hawaii Administrative Rules, Title 23, Chapter 200-7(d).

L.	DUPLICATE CERTIFICATE REQUEST	\$20.00
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