



SOUTH DAKOTA DEPARTMENT OF HEALTH

Controlled Substance Registration

DEPARTMENT OF HEALTH

Licensure and Certification
615 East 4th Street
Pierre, SD 57501-1700
605-773-3356 FAX: 605-773-6667

July 1, 2009

\$75.00 FEE REQUIRED - INSTRUCTIONS ON REVERSE
FEE MUST ACCOMPANY APPLICATION or RENEWAL

APPLICANT NAME

BUSINESS NAME
BUSINESS ADDRESS

BUSINESS PHONE

EMAIL ADDRESS

SD WHOLESALE DRUG LICENSE # (If Applicable)

MAILING ADDRESS (if different from business address)

FAX NUMBER

DEA# EXP. DATE

(attach photo copy of certificate)

PROFESSIONAL BUSINESS ACTIVITY (Check the appropriate box)

- Manufacturer, Analytical Lab, Teaching Institution, Euthanasia, Distributor, Researcher (Includes drug detection dog trainers)

DRUG SCHEDULES (Check the appropriate box)

- Schedule I, Schedule II, Schedule II Non-narcotic, Schedule III, Schedule III Non-narcotic, Schedule IV

ALL APPLICANTS MUST ANSWER THE FOLLOWING:

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

Has the applicant or any officer or partner surrendered any previous registration or professional license or had any previous registration or professional license, state or federal, revoked, suspended, or denied?

(write "yes" or "no")

(write "yes" or "no")

If you have answered "yes" to either statement, please attach a notarized statement showing details.

I hereby apply for my South Dakota Controlled Substance Registration in accordance with South Dakota Codified Law 34-20B.

Signature Date

Every person who prescribes manufactures, distributes, or dispenses any controlled drug or substance within this state, or who proposed to engage in the prescribing manufacture, distribution, or dispensing of any controlled drug or substance within this state, shall obtain annually a registration issued by the department according to the rules promulgated under this chapter. (SDCL 34:20B:29)

Applications to conduct research and instructional activities with controlled substances shall include evidence of a valid DEA registration to conduct research and a copy of the research protocol or a statement describing the instructional activities. (ARSD 44:58:03:02) Dog trainers must submit evidence of affiliation with a South Dakota law enforcement agency. (ARSD 44:58:03:09)

The department is authorized to inspect the establishment of a registrant or applicant for registration in accordance with the rules promulgated under this chapter. (SDCL 34:20B:40)

OFFICE USE ONLY

Date CS # Issued

SD Controlled Substance # Issued

Fee Check #

Expiration Date

# SOUTH DAKOTA CONTROLLED SUBSTANCE REGISTRATION

## *INSTRUCTIONS*

1. **Fee required (ARSD 44:58:03:02.1)**  
\$75 fee required for initial application and renewal. Fee must accompany application. Fee is non-refundable and not pro-rated. Make check, money order, or cashier's check payable to the South Dakota Department of Health.
2. Read the statement of South Dakota Codified law (SDCL 34:20B:29 and SDCL 34:20B:40) and Administrative Rules of South Dakota (ARSD 44:58:03:02, ARSD 44:58:03:09) found at the bottom of the application.
3. The name and address of the proposed business or professional office must be included on your application. A street address or legal description, rather than a post office box number is required. Include your mailing address if different from your business address. Include your business phone numbers.
4. Indicate your federal DEA number. If you have applied for a DEA number but it has not been issued, write "pending". DEA numbers are location specific, but can be transferred, by notifying the DEA office and the SD Department of Health. Attach a photocopy of your DEA certificate to the application. If you are completing a renewal application: Enclose a photocopy of your NEW DEA certificate, not the one currently expiring. You may hold your renewal until you receive your certificate from the DEA or attach a copy of your DEA renewal application.
5. Indicate your professional business activity for which you are requesting registration. Dog trainers must submit evidence of affiliation with a law enforcement agency either under contract or as an employee authorized to conduct detection or training activities with controlled substances.
6. Indicate the schedules of controlled substances for which you are requesting registration. Your federal registration must coincide with the schedules you request on your state registration. All controlled substances listed in federal schedule V are included in SD schedule IV.
7. Answer the question regarding previous felony conviction or surrender of professional license or controlled substance registration. If you answer "yes" to either question, attach a notarized statement explaining the details.
8. Date and sign the application.
9. If you have any questions, please call the Department of Health at (605) 773-3356.
10. Forms should be mailed to: Licensure and Certification, Department of Health, 615 E 4<sup>th</sup> Street, Pierre, SD 57501-1700.