



**Controlled  
Substance  
Registration**

**DEPARTMENT OF HEALTH**

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

**\$150.00 FEE REQUIRED - INSTRUCTIONS on REVERSE  
FEE MUST ACCOMPANY APPLICATION or RENEWAL**

**July 1, 2009**

**APPLICANT NAME** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_

**BUSINESS PHONE** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**SD PROFESSIONAL LICENSE#** \_\_\_\_\_

**MAILING ADDRESS** (if different from business address)

\_\_\_\_\_

\_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**DEA#** \_\_\_\_\_ **EXP. DATE** \_\_\_\_\_

(attach photo copy of certificate)

**PROFESSIONAL BUSINESS ACTIVITY (Check the appropriate box)**

Nurse Practitioner

Nurse Midwife

Physician Assistant

**DRUG SCHEDULES AUTHORIZED BY SUPERVISING/COLLABORATING PHYSICIAN**

(Check the appropriate box)

Schedule I

Schedule II

Schedule III

Schedule IV

Schedule II Non-narcotic

Schedule III Non-narcotic

Supervising/collaborating Physician South Dakota Medical License Number \_\_\_\_\_

Supervising/collaborating Physician DEA Number \_\_\_\_\_ (attach photocopy)

Supervising/collaborating Physician (Signature) \_\_\_\_\_ Date \_\_\_\_\_

**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 proposes 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)

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**

Approval Referred to DEA \_\_\_\_\_ SD Controlled Substance # Issued \_\_\_\_\_

Date CS # Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Fee** \_\_\_\_\_ **Check #** \_\_\_\_\_

# SOUTH DAKOTA CONTROLLED SUBSTANCE REGISTRATION

## *INSTRUCTIONS*

1. **Fee required (ARSD 44:58:03:02.1)**

**\$150 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. The name and address of the proposed business or professional office in South Dakota must be included on your application. A street address or legal description, rather than a post office box number is required. Include your business, home and fax telephone numbers as well as your home address.

3. Indicate your South Dakota professional license number. If your respective licensing board has not issued your professional license, write "pending".

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 photo copy 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 the professional discipline for which you are requesting registration. Midlevel practitioners applications must indicate a supervising/collaborating physician, the presence of a practice agreement, list the South Dakota medical license number of the physician, provide a copy of the physician's DEA registration at a South Dakota location and include the signature of the supervising/collaborating physician.

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. Your controlled substance registration grants prescriptive authority as outlined by the practice agreement with your supervising/collaborating physician.

7. Answer the questions regarding previous felony convictions 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. Prescribing at more than one location is permissible under a single registration. Each location where controlled substances are stored or maintained requires separate registration.

10. If you have any questions, please call the Department of Health at (605) 773-3356.

11. Forms should be mailed to: Licensure and Certification, Department of Health, 615 E 4<sup>th</sup> Street, Pierre, SD 57501-1700.

12. **ATTENTION: After getting your controlled substance registration number, register with the South Dakota Prescription Drug Monitoring Program (SD PDMP).** The South Dakota Department of Health supports practitioner participation in the SD PDMP program to improve patient care and reduce the misuse and abuse of controlled substances. Visit <http://doh.sd.gov/boards/pharmacy/pdmp.aspx> to learn how to register for an account in PMP AWARe. If you have any questions about the SD PDMP, please contact Melissa DeNoon at the South Dakota Board of Pharmacy (605) 362-2737.