

## **Ordering Schedule I or Schedule II Control Substances (Using the DEA Form 222)**

Where to get the forms? DEA Form 222 can be ordered by Class I and II registrants on the DEA Diversion Control Program website at <https://www.deadiversion.usdoj.gov/webforms/orderFormsRequest.jsp>.

### **Instructions for completion of DEA Form 222:**

- **DEA 222 form is in triplicate. Copies 1 and 2 (attached with the carbon) are sent to the supplier. The triplicate copy must be retained at the registered address for 2 years after the date of order.**
- **Order forms must be maintained separately from all other records of the registrant.**
- **Do not make alterations or erasures. In case of error, void all copies of the form and keep on file.**
- **A registrant is entitled to order only those substances which his is authorized to use.**
- **If more than 10 line items are ordered, additional order forms must be used.**
- **The form must be signed by the registrant or a person properly authorized by power of attorney.**
- **The order form must be signed and dated as of the day it is submitted for filing.**
- **All transfers of Schedules I and II substances must be made on official order forms.**
- **When items are received, the date of receipt and the number of items received must be recorded in the spaces provided on the triplicate copy.**
- **If an order form sent to a supplier is lost, or a book of unused order forms should be lost or stolen, the full facts should be communicated to the Drug Enforcement Administration Division Office serving your area.**
- **In case of an address change, all unused forms should be returned to the DEA, P.O. Box 28083, Central Station, Washington, DC 20038-8083, along with your Registration Certificate for cancellation.**