

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 he 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.