

Wisconsin Department of Regulation & Licensing

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: web@drl.state.wi.us
Website: <http://www.drl.state.wi.us>

CONTROLLED SUBSTANCES BOARD

Instruction Sheet for Application for Controlled Substances Authorization

1. Complete all items on the attached application. (Type or print.) Questions may be directed to the Controlled Substances Board (CSB) at (608) 266-2112.

2. Under Wisconsin Statute 961.43, all statements must be true and correct:

“(1) It is unlawful for any person:

(a) to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge;...

(2) Any person who violates this section may be fined not more than \$30,000 or imprisoned not more than four years or both.”

3. FEES

Per SUBCHAPTER II Section 961.335(3)

No fee is charged for permits issued to employees of state agencies or institutions.

Permit fee \$25.00-

(For each application or renewal there is a non-refundable fee. Fees will be paid at the time the application for authorization is submitted.)

Amendment fee \$5.00-

(Amendments to the authorization should be requested in writing. They must be accompanied by fee, unless the amendments are requested at the time the renewal application is submitted.)

Make checks payable to: Department of Regulation and Licensing

4. Sign and date application and return it to: Wisconsin Department of Regulation and Licensing, Controlled Substances Board, P.O. Box 8935, Madison, WI 53708-8935.

5. The **complete** application will be considered at the next Controlled Substances Board meeting. Failure to submit all requested information may result in a delay in processing the application.

6. You will be notified of approval or denial.

7. You must also apply for registration with the federal Drug Enforcement Administration (DEA) in order to acquire controlled substances. You may apply simultaneously to DEA and CSB. DEA approval is contingent upon CSB approval: Applications may be requested from:

DEA Diversion
1000 N. Water Street Suite 1010
Milwaukee, WI 53202
(414) 297-3395 or 297-3504

Wisconsin Department of Regulation & Licensing

8. **IMPORTANT:** The applicant must maintain current and accurate records of all receipts and dispositions of controlled substances obtained pursuant to the issuance of the authorization.

In accordance to federal and state laws, all Special Use Authorization (SUA) holders are **only** allowed to have drug/substance amounts that have been previously authorized and approved by the Controlled Substances Board. Any additional drug/substance amounts that are not authorized by the Controlled Substances Board is a violation of federal and state laws. An SUA may be revoked for this violation.

Please be advised you need to contact the Drug Enforcement Administration for authorization to destroy or otherwise properly dispose of **all controlled substances**.

9. The CSB authorization will expire one year after its issuance. Failure to apply for renewal will cause automatic termination of the authorization. You will be sent renewal forms approximately 90 days prior to expiration.
10. Research in which controlled substances are administered to human subjects must be under the direct supervision of a physician currently licensed to practice in Wisconsin.

Amendments

It is required to file an amendment with the Controlled Substances Board for a change to your current authorization prior to the expiration date. The following changes must be approved by the board.

1. Change in original authorization holder.
2. New individuals added who are participating in the functions for which the Authorization was approved.
3. Additional drug amounts that need to be purchased for more than what was previously authorized for you to have in your possession.
4. Any new controlled substance that was not previously authorized for you to have in your possession.

These requests must be filed and approved by the Board prior to purchasing any new amounts.

To file an amendment with the Controlled Substances Board you will need to submit in writing your request for the need and the justification for this change. Please include your SUA permit number.

A \$5.00 fee is required. Please make checks payable to: Department of Regulation and Licensing.

Once the request is received, it will be reviewed by a board advisor for approval. Upon approval you will be issued an amended SUA with the changes shown.