

## Modify a Controlled Substance License/Registration

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After initial approval of your State of Michigan (SOM) controlled substance license and Drug Enforcement Administration (DEA) registration, common changes include:

- Adding/deleting substance schedules
- Address changes (e.g., moving labs and storage locations within U-M, transferring to a different academic institution)
- Name changes

This procedure contains instructions to:

- [Submit modifications to a current license/registration](#)
- [Move storage locations within U-M](#)
- [Transfer to a new location outside of U-M](#)
- [Retire/cancel a license/registration](#)

Review the procedure in its entirety or click a link above to go to a specific section.

### Submit Modifications

Submit requests to modify your license/registration first to the State of Michigan, then, upon SOM approval, to the DEA.

#### State of Michigan

All SOM researcher license modifications must be made by *mail only*. Mail the following to the address shown in the box to the right:

1. A completed **Data Request Change Form** (see link in box)
2. A short letter listing the information to be updated (e.g., room number, last name)
3. A check, payable to the **State of Michigan**, to have the updated (“duplicate”) license sent to you. See the form for the fee amount, etc.

#### DEA

Upon State of Michigan approval, submit an online **DEA Update Request** (see box for link). You may enter both the business address (i.e., the storage location, including room number) *and* a separate mailing address (e.g., office).



Changes involving Schedule I and II substances also require new DEA 222 order forms.

### License/Registration Changes

*State of Michigan*

[SOM Data Request Change Form](#)

Mailing Address:

Michigan Department of Licensing and  
Regulatory Affairs  
Bureau of Health Care Services  
P.O. Box 30670  
Lansing, MI 48909

*Drug Enforcement Administration*

Online: [DEA Update Request](#)

## Moving within U-M

When changing storage locations within U-M **do not** move the controlled substances until the DEA approves the new location and, if applicable, you receive new DEA Form 222s.

The following steps should be used as a guide for moving:

1. Dispose of all expired or unwanted controlled substances (see the [Disposal procedure](#)).
2. Conduct the following inventories (see the [Maintain Records procedure](#)).
  - a. A closing inventory at the previous location
  - b. An initial inventory at the new location
3. Keep all records and completed DEA Form 222s from the previous location for two (2) years.
  - If applicable, mail unused DEA Form 222s to the DEA.

### DEA Detroit Office Address

#### Mailing Address:

DEA Detroit Office  
211 W. Fort Street  
Suite 610  
Detroit, MI 48226

## Transferring outside U-M


1. Dispose of all expired or unwanted controlled substances (see the [Disposal procedure](#)). You **must** dispose of all controlled substances if leaving U-M. They cannot be transferred to a new location outside of the university.
2. Conduct a closing inventory at the U-M location (see the [Maintain Records procedure](#)).
3. Keep all records and completed DEA 222 forms (if applicable) from the U-M location for two (2) years.
  - If applicable, mail all unused DEA 222 forms back to the DEA (see box above for the mailing address).

If transferring within the State of Michigan you must reflect the new affiliated institution and research activities on your controlled substance license and registration by [renewing your SOM license](#), then modifying your DEA registration online.

If transferring out-of-state, apply for a controlled substance license in the U.S. state/territory where the new institution is located and retire your DEA registration for U-M.

## Retire/Cancel a DEA Research Registration

Note: You do not need to notify the State of Michigan to retire your SOM license. The license will lapse when not renewed.

1. Dispose of all controlled substances under your registration (see the [Disposal procedure](#)).  
 You cannot transfer controlled substances to another researcher.
2. Conduct a closing inventory (see the [Maintain Records procedure](#)).
3. Submit a written or email notice of “relinquishment” to the DEA.
  - If applicable, mail unused DEA Form 222s to the DEA.

### DEA Registration Retirement

Email: [DEA.Registration.Help@usdoj.gov](mailto:DEA.Registration.Help@usdoj.gov)

#### Mailing Address:

Drug Enforcement Administration  
Attn: Registration Section ODR  
P.O. Box 2639  
Springfield, VA 22152-2639