

Regulated Machines

Tableting and Encapsulating Machines

Step-By-Step Instructions for Entering a Domestic Machine Shipment DEA Form 452

9.6.18

1. <https://apps.dea.diversion.usdoj.gov/tem/spring/login>

Log-in Page. Enter Username and Password, Click Log-in:



The screenshot shows the login page for the U.S. Department of Justice Drug Enforcement Administration's Diversion Control Division. The page features the department's logo on the left and the title "U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION DIVERSION CONTROL DIVISION" at the top. Below the title, the text "Tableting / Encapsulating Machines" is displayed. The main content is a "Login Information" form with two input fields: "Username:" and "Password:". Below the "Password:" field is a "Login" button and two links: "Register" and "Forgot Password". The background of the page is a stylized American flag.

U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION

DIVERSION CONTROL DIVISION

Tableting / Encapsulating Machines

Login Information

Username:

Password:

[Register](#) [Forgot Password](#)

2. Regulated Machines Main Page. Click 452:

IMEX

[Add Another Company](#) [Manage Company Users](#)

10 (1 of 1)

DEA Form	DEA Number /Corp. ID	Company Name	Location
452 Update		ABC TEST COMPANY	600 ARMY NAVY DRIVE ARLINGTON VIRGINIA 22202

10 (1 of 1)

3. Click Domestic Resale to complete the Application for a Domestic Machines Shipment (DEA Form 452). Click Next:

APPLICATION TO IMPORT/EXPORT MACHINES (DEA FORM 452)

Next

Cancel

Please indicate whether this is for Import or Export.

Import

Export

Domestic Resale

4. Click Create New DEA Form 452 for a Domestic Machine Shipment:

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

[← Back](#)

[⊗ Cancel](#)

DEA Registration Number:

Company Name:	ABC TEST COMPANY
Street Address:	600 ARMY NAVY DRIVE
City:	ARLINGTON
State:	VIRGINIA
Postal Code:	22202

[Create New DEA Form 452](#)

[Query DEA Form 452](#)

[Create Amendments](#)

[Enter Return Information or Cancel Transactions](#)

[Delete Transactions](#)

5. Click Add a New Domestic Consignee:

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

Domestic Consignee Information

← Back

↩ Next

+ Add a New Domestic Consignee

⊗ Cancel

(1 of 1)

⏪

⏴

1

⏵

⏩

25 ▾

Domestic Consignee ▾

Street Address ▾

City ▾

Country ▾

6. Enter the fields to Add A Domestic Consignee. Click Next:

Add A Domestic Consignee

* indicates required fields.


Company Name*


POC Full Name*

Address 1*

Address 2

City*

State* 

Country* 

Postal Code* -

Phone Number*

Email*

7. Click the box next to Shipping address is the same as that of Domestic Consignee and Click Next
or Click Add a Shipping Address from the top right Navigation bar:

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

Shipping Address

*The following lists your previous shipping Addresses. Please select one from the list.

Shipping address is the same as that of domestic consignee

[↩ Back](#) [↪ Next](#) [+ Add a Shipping Address](#) [⌂ Cancel](#)

(1 of 1) ⏪ ⏩ 1 ⏴ ⏵ 25 ▾

	Name ⚡	Street Address ⚡	City ⚡	State ⚡
<input type="radio"/>	LITTLE COMPANY	123 MAIN STREET	ARLINGTON	VA

8. Enter the fields to Add a Machine for a Domestic Machine Shipment to the DEA Form 452. Click Add Machine. Click Next:

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

Add Machines * indicates required fields.

 Clear  Back  Next  Cancel

Machine Information

Machine Type*

Encapsuling

Tableting

Machine Type*

Electric

Manual

Serial Number*

Make*

Description

Model*

 Add Machine

Machines To Domestic Resale

Action	Machine Type	Serial Number	Description	Make	Model	Machine Type
No records found.						

9. Review the Domestic Machine Shipment Entries. Click Next:

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

Add Machines * indicates required fields.

Clear Back Next Cancel

Machine Information

Machine Type* Encapsuling Tableting **Machine Type*** Electric Manual

Serial Number* **Make***

Description **Model***

Add Machine

Machines To Domestic Resale						
Action	Machine Type	Serial Number	Description	Make	Model	Machine Type
	ENCAPSULING	1234	Electric Encapsuling Machine	A1 Sample Make/Manufacturer	1234	ELECTRIC
	TABLETING	None	Manual Tableting Machine	A2 Sample Make/Manufacturer	1234	MANUAL

10. Click a Broker from the List or Click Add a New Broker from the Top Right Navigation Bar:

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

Broker or Forwarding Agent Information

*The following organization(s) are your brokers or forwarding agents. Please select one from the list.

[← Back](#) [↶ Next](#) [+ Add a New Broker](#) [⊗ Cancel](#)

(1 of 1)

1 25 ▾

	Broker/Forwarding Agent ▾	Street Address ▾	City ▾	Country ▾
<input type="radio"/>	SAMPLE BROKER	123 1ST STREET	ARLINGTON	UNITED STATES OF AMERICA

11. Complete the fields to add a Broker/Forwarding Agent. Click Next:

Add a Broker/Forwarding Agent

* indicates required fields.

Company Name*	<input type="text"/>
POC Full Name*	<input type="text"/>
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State	<input type="text" value="Select One"/> ▼
Country*	<input type="text" value="Select One"/> ▼
Postal Code	<input type="text"/> - <input type="text"/>
Phone Number*	<input type="text"/>
Email*	<input type="text"/>

12. Complete the fields for the Shipment Information. Departure Date and Arrival Dates must be today or in the future. Name of Vessel/Carrier Name May Be Left Blank. Click Next:

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

Add Shipment Information

* indicates required fields.

[← Back](#) [↩ Next](#) [⊗ Cancel](#)

Departure Date*

Arrival Date*



Mode of Transport*

Select One

Name of Vessel/Carrier Name

13. Select the purpose of the Domestic Shipment. Click Next:

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

← Back

↩ Next

⊗ Cancel

Purpose

Medical

Commercial

Scientific


Other Legitimate Uses

IF MACHINE(S) WILL BE USED FOR OTHER PURPOSES, PLEASE COMPLETE:

13. Review the completed Application for a Domestic Machine Shipment (DEA Form 452) for accuracy. Next Click the box, "I certify the machines listed herein are necessary and intended for medical, commercial, scientific, or other legitimate uses in the United States; and the information I'm providing to the Drug Enforcement Administration is, to the best of my knowledge and belief, complete and accurate." Click Submit.

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

*Please confirm all information before submitting this declaration. To make changes, click on the corresponding header label.

 Submit  Cancel

Domestic Reseller

ABC TEST COMPANY
KARA SWEENEY
600 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202

Domestic Consignee

Sample Domestic Company
J.R. Smith
123 Main Street
San Diego, UNITED STATES OF AMERICA 22434

Broker/Forwarding Agent

SAMPLE BROKER
123 1ST STREET
ARLINGTON, VA UNITED STATES OF AMERICA 22202

Shipping Adress

Same As Domestic Consignee

Machines To Domestic Resale

Machine Type	Serial Number	Description	Make	Model
ENCAPSULING	1234	Electric Encapsuling Machine	A1 Sample Make/Manufacturer	1234
TABLETING	None	Manual Tableting Machine	A2 Sample Make/Manufacturer	1234

Transport Information

Departure Date: 09/20/2018
Arrival Date: 09/20/2018
Mode of Transport: AIR
Name of Vessel/Carrier Name:

Purpose

Purpose: MEDICAL

Certification

I certify the machines listed herein are necessary and intended for medical, commercial, scientific, or other legitimate uses in the United States; and the information I'm providing to the Drug Enforcement Administration is, to the best of my knowledge and belief, complete and accurate.

Authorized Individual

Submit Date

Name of Firm and Telephone Number

KARAANN SWEENEY

09/06/2018

ABC TEST COMPANY
2023074989

14. Click Submit:

Confirmation ✕

⚠ You will be submitting this DEA Form information to the DEA. Continue with Submit?

15. Note the Web Tracking Number. Click Main Page. The DEA Transaction # assigned to this DEA Form 452 request will appear next to the Web Tracking # for this application in the IMEX RCM system once this request has been reviewed and approved by the Drug Enforcement Administration Import/Export and Chemical Section. Log into this system daily to see if the DEA Transaction # has been assigned. Once the DEA Transaction # appears, you may print the completed application.

APPLICATION TO RESELL MACHINES DOMESTICALLY(DEA FORM 452)

[Main Page](#)

The DEA Form information you submitted has been sent to the Drug Enforcement Administration. The Drug Enforcement Administration will provide a Transaction ID after the information has been reviewed.

In the meantime, please take a note of this web tracking number JJJWKPGDQW.

[Print](#)