

Regulated Machines

Tableting and Encapsulating Machines

Step-By-Step Instructions for Entering an DEA Form 452 for Export

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 Export to complete the Application To Export Machines (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 to Export Machines:

APPLICATION TO EXPORT MACHINES (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 Foreign Consignor:

APPLICATION TO EXPORT MACHINES (DEA FORM 452)

Foreign Consignee Information

*The following organization(s) are your customers. Please select one from the list.

[Back](#) [Next](#) [+ Add a New Foreign Consignee](#) [Cancel](#)

(1 of 1)

[First](#) [Previous](#) [Next](#) [Last](#) 25 [v](#)

	Foreign Consignee v	Street Address v	City v	Country v
--	-------------------------------------	----------------------------------	------------------------	---------------------------

No records found.

6. Enter the fields to Add A Foreign Consignor. Click Next:

Add A Foreign Consignor

* indicates required fields.


Company Name*

POC Full Name*

Address 1*

Address 2

City*

Country* 

Postal Code

Phone Number*

Email*

7. Enter the fields to Add a Machine to the DEA Form 452 to Export. Click Add Machine. Click Next:

APPLICATION TO EXPORT MACHINES (DEA FORM 452)

Add Machines * indicates required fields.

Machine Information

Machine Type* Encapsulating Tableting Machine Type* Electric Manual

Serial Number* Make*

Description Model*

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

8. Click a Broker from the List or Click Add a New Broker:

APPLICATION TO EXPORT MACHINES (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

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

Add a Broker/Forwarding Agent

* indicates required fields.


Company Name*


POC Full Name*

Address 1*

Address 2

City*

State 

Country* 

Postal Code -

Phone Number*

Email*

10. Complete the fields for the Shipment Information. Click Next:

APPLICATION TO EXPORT MACHINES (DEA FORM 452)

Add Shipment Information

* indicates required fields.

[↩ Back](#) [↪ Next](#) [⊗ Cancel](#)

Port of Exportation

Port Name*

Select One

Port of Importation

Port Name*

Select One

Departure Date*

Transport Information

Mode of Transport*

Select One

Name of Vessel/Carrier Name

11. Select the purpose of the Export. Click Next:

APPLICATION TO EXPORT MACHINES (DEA FORM 452)

[← Back](#) [Next →](#) [⊗ Cancel](#)

Purpose

Medical Commercial Scientific Other Legitimate Uses

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

12. Review the completed Application To Export Machines (DEA Form 452) for accuracy. Click the box, “I certify the machines listed herein are necessary and intended for medical, commercial, scientific, or other legitimate uses in the country of import; the importer is properly registered with the Competent National Authority in the country of import; 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 EXPORT MACHINES (DEA FORM 452)

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

Exporter	Foreign Consignee
ABC TEST COMPANY KARA SWEENEY 600 ARMY NAVY DRIVE ARLINGTON, VIRGINIA 22202	Sample Foreign Consignee J.R. Smith 123 Main Street London, UNITED KINGDOM 123456789

Broker/Forwarding Agent
 SAMPLE BROKER
 123 1ST STREET
 ARLINGTON, VA UNITED STATES OF AMERICA 22202

Machines To Export				
Machine Type	Serial Number	Description	Make	Model
TABLETING	123456	Manual Tableting Machine	XYZ Manufacturer	2018
TABLETING		Manual Tableting Machine	XYZ Manufacturer	2018
ENCAPSULING	NONE	Electric Encapsuling Machine	XYZ Manufacturer	2018

Port of Exportation	Port of Importation
Port Name: ALEXANDRIA VIRGINIA Departure Date: 09/05/2018	Port Name: LONDON, ENGLAND UNITED KINGDOM

Transport Information	Purpose
Mode of Transport: AIR Name of Vessel/Carrier Name:	Purpose: MEDICAL


Certification
 I certify the machines listed herein are necessary and intended for medical, commercial, scientific, or other legitimate uses in the country of import; the importer is properly registered with the Competent National Authority in the country of import; 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	09/05/2018	ABC TEST COMPANY 2023074989

13. Click Submit:

Confirmation



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

Yes

No

- 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 EXPORT MACHINES (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 YAGI0GS0TC.

Print