

DEA Online Tableting and Encapsulating Machines Instructions for Entering an Export DEA Form 452

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 DEA Diversion Control Division. At the top left is the logo for the U.S. Department of Justice, Drug Enforcement Administration, Diversion Control Division. To the right of the logo, the text reads "U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION" and "DIVERSION CONTROL DIVISION" in large, bold, white letters. Below this, the title "Tableting / Encapsulating Machines" is displayed in white. The main content is a white box titled "Login Information" containing 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 features a stylized American flag pattern.

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 Transfer

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)

[⏪](#) [⏩](#) [⏴](#) [⏵](#) 25 [▼](#)

	Foreign Consignee ⌵	Street Address ⌵	City ⌵	Country ⌵
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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.

(1 of 1)



	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*	<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"/>

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

APPLICATION TO EXPORT MACHINES (DEA FORM 452)	
Add Shipment Information * indicates required fields.	
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	
Port of Exportation	Port of Importation
Port Name*	Port Name*
<input type="text" value="Select One"/> <input type="button" value="v"/>	<input type="text" value="Select One"/> <input type="button" value="v"/>
Departure Date*	
<input type="text"/> <input type="button" value="Calendar"/>	
Transport Information	
Mode of Transport*	
<input type="text" value="Select One"/> <input type="button" value="v"/>	
Name of Vessel/Carrier Name	
<input type="text"/>	

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

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: AJR 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

14. 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