

Regulated Machines

Tableting and Encapsulating Machines

Step-By-Step Instructions for Entering an Import 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 Diversion Control Division. At the top left is the logo of 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 <a href="#">Update</a>		ABC TEST COMPANY	600 ARMY NAVY DRIVE ARLINGTON VIRGINIA 22202

10 (1 of 1)

3. Click Import to complete the Application To Import 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 Import Machines:

APPLICATION TO IMPORT 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 Domestic Resale](#) [Enter Return Information or Cancel Transactions](#)  
[Delete Transactions](#)

5. Click Add a New Foreign Consignor:

**APPLICATION TO IMPORT MACHINES (DEA FORM 452)**

**Foreign Consignor Information**

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

<a href="#">← Back</a> <a href="#">↶ Next</a> <a href="#">+ Add a New Foreign Consignor</a> <a href="#">⊗ Cancel</a>			
(1 of 1) <a href="#">⏪</a> <a href="#">⏩</a> <a href="#">⏴</a> <a href="#">⏵</a> 25 <a href="#">▼</a>			
	Foreign Consignor <a href="#">↕</a>	Street Address <a href="#">↕</a>	City <a href="#">↕</a> Country <a href="#">↕</a>
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 Import. Click Add Machine. Click Next:

**APPLICATION TO IMPORT 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 Import						
Action	Machine Type	Serial Number	Description	Make	Model	Machine Type
No records found.						

8. Click Add a New Broker:

**APPLICATION TO IMPORT 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)   [1-4](#)   [<-4](#)   [4->](#)   [4-1](#)   25

Broker/Forwarding Agent <input type="text"/>	Street Address <input type="text"/>	City <input type="text"/>	Country <input type="text"/>
No records found.			



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 IMPORT MACHINES (DEA FORM 452)**

**Add Shipment Information**  
\* indicates required fields.

Port of Exportation	Port of Importation
<b>Port Name*</b>	<b>Port Name*</b>
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>
	<b>Arrival Date*</b>
	<input type="text"/> <input type="button" value="Calendar"/>

**Transport Information**

**Mode of Transport\***

**Name of Vessel/Carrier Name**

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

APPLICATION TO IMPORT 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 Import Machines (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 IMPORT MACHINES (DEA FORM 452)

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

 Submit

 Cancel

### Importer

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

### Foreign Consignor

Test Company  
J.R. Smith  
123 Main Street  
Anytown, CANADA

### Broker/Forwarding Agent

Forwarding Agent Company  
J.R. Smith  
123 Main Street  
Arlington, VIRGINIA UNITED STATES OF AMERICA 22202

### Machines To Import

Machine Type	Serial Number	Description	Make	Model
ENCAPSULING	1234	Encapsulating 2000	1234	2000

### Port of Exportation

Port Name: OTTAWA, ONTARIO CANADA

### Port of Importation

Port Name: WASHINGTON DISTRICT OF COLUMBIA  
Arrival Date: 08/08/2018

### Transport Information

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

KARAANN SWEENEY

### Submit Date

08/07/2018

### Name of Firm and Telephone Number

ABC TEST COMPANY  
2023074989

13. Click Submit:

## Confirmation



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

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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 IMPORT 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 XKYWT3XPZB.

[Print](#)