1. [https://apps.deadiversion.usdoj.gov/tem/spring/login](https://apps.deadiversion.usdoj.gov/tem/spring/login)
   Log-in Page. Enter Username and Password, Click Log-in:
2. Regulated Machines Main Page. Click 452:

<table>
<thead>
<tr>
<th>DEA Form</th>
<th>DEA Number /Corp. ID</th>
<th>Company Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>452</td>
<td>Update</td>
<td>ABC TEST COMPANY</td>
<td>600 ARMY NAVY DRIVE ARLINGTON VIRGINIA 22202</td>
</tr>
</tbody>
</table>
3. Click Import to complete the Application To Import Machines (DEA Form 452). Click Next:

APPLICATION TO IMPORT/EXPORT MACHINES (DEA FORM 452)

Please indicate whether this is for Import or Export:

- Import
- Export
- Domestic Resale
4. Click Create New DEA Form 452 to Import Machines:

<table>
<thead>
<tr>
<th>DEA Registration Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Postal Code:</td>
</tr>
</tbody>
</table>

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:

No records found.
6. Enter the fields to Add A Foreign Consignor. Click Next:

- **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:
8. Click Add a New Broker:
9. Complete the fields to add a Broker/Forwarding Agent. Click Next:
10. Complete the fields for the Shipment Information. Click Next:

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

<table>
<thead>
<tr>
<th>Port of Exportation</th>
<th>Port of Importation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Port Name</strong></td>
<td><strong>Port Name</strong></td>
</tr>
<tr>
<td>Select One</td>
<td>Select One</td>
</tr>
</tbody>
</table>

**Transport Information**

<table>
<thead>
<tr>
<th>Mode of Transport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select One</td>
</tr>
</tbody>
</table>

**Name of Vessel/Carrier Name**
11. Select the purpose of the Import. Click Next:
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.*

<table>
<thead>
<tr>
<th>Importer</th>
<th>Foreign Consignor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC TEST COMPANY</td>
<td>Test Company</td>
</tr>
<tr>
<td>KARA SWEENEY</td>
<td>J.R. Smith</td>
</tr>
<tr>
<td>600 ARMY NAVY DRIVE</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>ARLINGTON, VIRGINIA 22202</td>
<td>Anytown, CANADA</td>
</tr>
</tbody>
</table>

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

**Machines To Import**

<table>
<thead>
<tr>
<th>Machine Type</th>
<th>Serial Number</th>
<th>Description</th>
<th>Make</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCAPSULATING</td>
<td>1234</td>
<td>Encapsulating 2000</td>
<td>1234</td>
<td>2000</td>
</tr>
</tbody>
</table>

**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**
KARA SWEENEY

**Submit Date**
08/07/2018

**Name of Firm and Telephone Number**
ABC TEST COMPANY
2023074989
13. Click Submit:
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.