

**CSOS Online**  
by CuraScript**SD**

# CSOS Online application tips

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## Required Items for Your Application

In order to start the certificate application process, please visit <http://www.deacom.gov/applycert.html>.

This chart is a summary of the required documentation for each Certificate Application. Each CSOS Online Certificate Application has a checklist of items you must submit for a complete package.

	Registrant	Coordinator	POA
Application	Form DEA-251	Form DEA-252	Form DEA-253
Description	The individual who signed the most recent, or is authorized to sign the next, DEA Registration renewal application (DEA Form 223) for your organization	A required administrative role for each DEA Registration number	Any other individual authorized to sign controlled substance orders
Required Role	No, the Registrant should only enroll if he/she signs controlled substance orders*	Yes, but may be served by the Registrant**	No
Maximum Allowed	One per DEA Registration number	One Principal (if Registrant is not Coordinator) and one Alternate (optional) per DEA Registration number	Unlimited
Signs Controlled Substance Orders	Yes	Optional	Yes
Authorized By	N/A	Registrant for the requested DEA Registration number(s)	Coordinator for the requested DEA Registration number(s)
<p><i>*If the Registrant does not sign controlled substance orders, he/she does not need to enroll in CSOS. However, he/she must delegate a Principal Coordinator if any individuals are to enroll in CSOS.</i></p> <p><i>**If the Registrant signs controlled substance orders, he/she may choose to be the Principal Coordinator. If this is the case, the Registrant will submit only form 251 and not form 252. If the Registrant chooses to be the Principal Coordinator, no other applicant may apply as Principal Coordinator.</i></p>			

References <http://www.deacom.gov/>

## Common application issues

The DEA reports a 40% rejection rate in CSOS applications submitted incorrectly. In order to help expedite the application processing time for users, the DEA has compiled the following list of the most common application errors. Please review the common tips below to help assist you in avoiding rejection of your application.

- 1 Verify that the application package is complete by reviewing the checklist on the last page of the application. Package requirements vary by applicant type.
- 2 To ensure faster application processing, it is recommended that applications be opened in an Adobe PDF format from the link provided on this web site and filled out electronically before printing. Do not use typewriters or submit hand written applications when possible.
- 3 A middle initial is required on the applications. Please use 'X' if you do not have a middle initial.
- 4 Applications may not be printed using both sides of a single sheet of paper.
- 5 At least one identification must be a U.S. Government issued photo ID (a driver's license or passport). The other form of identification is not required to include a photo. Examples for the second form of ID include pharmacist licenses, employee IDs, or library cards.
- 6 Do not photocopy multiple applicant identifications on the same sheet of paper. Each application needs to be accompanied by a photocopy of the required identification for that applicant only.
- 7 Identification photocopies must be clear and legible.
- 8 Do not submit multiple applications for one person.
  - A Registrant wishing to also be a CSOS Coordinator may indicate this on the CSOS DEA Registrant Certificate Application rather than submitting an additional Coordinator application.
  - All Registrant subscribers have signing authority and therefore should not submit an additional application as a CSOS Power of Attorney (POA). All other individuals wishing to have signing authority for the DEA Registrant must submit a valid CSOS POA application package.
  - CSOS Coordinators requiring signing authority may indicate this on the CSOS Principal/Alternate Coordinator Certificate Application and therefore should not submit an additional application as a CSOS POA.

- 9 The number of addendums field on the application is required. This number refers to the number of CSOS Certificate Application Registrant List Addendum forms (up to five) that are submitted with the application. If not submitting any Addendum forms, please enter '0' in this field.
- 10 Verify that all application forms are signed and notarized where required.

## Important information

If you have questions regarding the CSOS Online application process, please contact the DEA directly at:

**Phone:**

1.877.DEA.ECOM (1.877.332.3266)

**Website:**

<http://www.deacom.gov/>

**Online Customer Support:**

<https://www.deacom.gov/support.html>

**Subscriber Manual:**

[www.deacom.gov/submanual.html](http://www.deacom.gov/submanual.html)