

How COVID-19 Affects the North Carolina Controlled Substances Registration Process

Renewal timeframes and expiries will remain the same.

The expiration date listed on certificates will remain the same. You should complete your application electronically and share it via email at least two months in advance of the expiration date to ensure adequate time for processing.

Checks are no longer being accepted.

Please submit payment electronically via credit card (Visa or Master Card only) by calling 919-527-6230.

For new registrations paying with credit card, you must submit your registration to NCCSAREG@dhhs.nc.gov and receive confirmation that your information has been entered into the system before attempting to make a payment. Please allow 3-7 business days for payments to post.

Mail is no longer being accepted.

Complete your application electronically and submit via email using the instructions below.

How To Create Electronic Application:

1. Select the appropriate [form](#) on the NCDHHS website and 'Save As' file type PDF so the form has blue backgrounds in fields in which you type the answers. (If you have trouble, try opening with Mozilla Firefox or Internet Explorer and saving with Adobe Reader)
2. Complete the form in its entirety by typing answers and making selections. Save as file type PDF so the form still has blue backgrounds in fields in which you type your answers.
3. If possible, include your electronic signature on this document.
 - If not, provide both:
 - i. The completed active electronic fillable PDF with blue backgrounds
 - ii. A manually signed application via email. You can do this by printing, manually signing, scanning and saving to your computer.
4. Email the required information to NCCSAREG@dhhs.nc.gov

Inspections are being completed virtually.

To limit face-to-face interactions due to COVID-19, inspectors are utilizing virtual communication like telephone, email and video call to conduct thorough desk reviews while reserving the right to complete an in-person inspection in the future.

You may be asked to virtually share items like photographs of the area where you plan to store your controlled substances, a copy of your current DEA registration, and a copy of your most recent Biennial Inventory among other required documentation.

[COVID-19 information from NCDHHS](#)

COVID-19 information from our partners:

[NC Medical Board](#)

[NC Board of Nursing](#)

[NC Board of Pharmacy](#)

[DEA COVID-19 Information Page](#)