INSTRUCTIONS FOR COMPLETING DEA FORM-236

This form is to be used in notifying DEA of all Imports or Exports as required by Title III, PL91-513, Sections 1002 and 1003, as amended (Controlled Substances Import and Export Act, 21 U.S.C. 952 and 953). This form may be prepared and signed by the actual Importer or Exporter or by the Broker or Forwarding Agent used. The following instructions supplement the parts of the DEA-236 which are not completely self-explanatory.

Section 1. "IMPORTER" is the authorized DEA registrant who receives the controlled substance; "EXPORTER" is the authorized DEA registrant who ships the controlled substance.

Section 2. Examples of typical entries in 2a:	Trade or Controlled Substance Name 50 Bottles 100 Tablets/Bottle 15 MG/Tablet CSA Drug Code: XXXX NDC Number: XXXX-XXX-XX	Controlled Substance Name 50 bottles X 100 tablets/bottle X 15 mg/tablet = 75,000 mg /1,000 = 75 gm		
	Trade or Controlled Substance Name 600 Packages 2 Vials/Package 5 ML/Vial 2 MG/ML CSA Drug Code: XXXX NDC Number: XXXX-XXX-XX		Controlled Substance Name 600 packages X 2 vials/package X 5 ml/vial X 2 mg/ml = 12,000 mg/ 1,000 = 12 gm	

The DEA registrant should check the DEA Diversion webpage "www.deadiversion.usdoj.gov/quotas/conv_factor/index.html" to find the conversion factor of the controlled substance if it contains a salt (ex. HCL, sulfate, tartrate). If needed, attach additional forms and distribute in the prescribed manner after the required documents are attached to each copy.

Section 3. If this form is prepared as a Controlled Substance Import Declaration, check the foreign box in section 3a, list the city and country name of the port from where the shipment departs the country, and indicate the approximate date it will depart. Check the domestic box in 3b, list the city and state name of the U.S. Customs port where the shipment enters the United States, and indicate the approximate date it will enter.

If this form is prepared as a **Controlled Substance Export Declaration**, check the domestic box in section 3a, list the city and state name of the U.S. Customs port from where the shipment departs the United States, and indicate the approximate date it will depart. Check the foreign box in 3b, list the city and country name of the foreign port where the shipment enters the country, and indicate the approximate date it will enter.

Section 4. Insert name of vessel or airline and flight number, together with all intermediate carriers. Furnish all information concerning the transportation of the goods known at the time of preparing the DEA Form-236.

Section 5. If this form is prepared as a Controlled Substance Import Declaration, enter the name and address of the foreign consignor. If this form is prepared as a Controlled Substance Export Declaration, enter the name and address of the foreign consignee.

INSTRUCTIONS FOR DISTRIBUTING DEA FORM-236

If this form is prepared as a Controlled Substance Import Declaration, distribute as follows:

Copies 1, 2, and 3 must be forwarded to the foreign shipper. The foreign shipper should submit **Copy 1** to the proper foreign government authority, if required, as a prerequisite to obtain an export authorization.

Copy 1 must then accompany the shipment to its final destination and should be retained on file by the importer for at least two years.
Copy 2 must accompany the shipment and should be detached and retained by the appropriate customs official of the foreign country.
Copy 3 must accompany the shipment and should be removed by an official of the U.S. Customs and Border Protection at the port of entry, who shall sign and date the certification of customs, noting any changes by the importer, and should then forward this copy to: Drug Enforcement Administration, Office of Diversion Control, Import/Export Unit (ODGI), 8701 Morrissette Drive, Springfield, VA 22152.
Copy 4 must be mailed by the DEA Registrant at least 15 days prior to the controlled substance(s) arriving into the United States to: Drug Enforcement Administration, Office of Diversion Control, Import/Export Unit (ODGI), 8701 Morrissette Drive, Springfield, VA 22152.
Copy 5 must be retained by the importer as their record of authority for the importation.

If this form is prepared as a Controlled Substance Export Declaration, distribute as follows:

Copies 1, 2, and 3 shall accompany the shipment to certain points.

Copy 1 must accompany the shipment to its final destination.

Copy 2 must accompany the shipment and should be detached and retained by the customs official of the foreign port of importation. **Copy 3** must accompany the shipment and should be detached by an official of the United States Customs and Border Protection at the port of exportation, who shall sign and date the certification of customs, noting any changes by the exporter, and then forward this copy to: Drug Enforcement Administration, Office of Diversion Control, Import/Export Unit (ODGI), 8701 Morrissette Drive, Springfield, VA 22152. **Copy 4** must be mailed by the DEA Registrant at least 15 days prior to the controlled substance(s) departing the United States to the Drug Enforcement Administration, Office of Diversion Control, Import/Export Unit (ODGI), 8701 Morrissette Drive, Springfield, VA 22152. **Copy 5** must be retained by the exporter as their record of authority for the exportation.

PRIVACY ACT INFORMATION

AUTHORITY: Sections 1002 and 1003 of the Controlled Substances Act of 1970 (PL91-513), as amended (21 U.S.C. 952 and 953).

PURPOSE: To obtain information regarding the importation of nonnarcotic substances in Schedules III, IV, and V and the exportation of nonnarcotic substances in Schedules III and IV and all substances in Schedule V.

ROUTINE USES: The Controlled Substances Import/Export Declaration produces special reports as required for statistical and law enforcement purposes. Disclosure of information from this system is made to the following categories of users for the purposes stated.

- A. Other Federal law enforcement and regulatory agencies for law enforcement purposes.
- B. State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes.

EFFECT: Failure to complete this form will preclude requested importation or exportation of the referenced controlled substances.

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 18 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Drug Enforcement Administration, FOI and Records Management Section, 8701 Morrissette Drive, Springfield, VA 22152; and to the Office of Management and Budget, Paperwork Reduction Project No. 1117-0009, Washington, D.C. 20503.

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СС	U.S. Department of J DNTROLLED SUBSTAN (Read Instruc)	OMB APPROVAL No. 1117-0009 EXPIRATION DATE: 8/31/2014 See reverse for Privacy Act						
1. CHECK	IMPORT DECLARATION	Nonnarc	U.S. CUSTOMS CERTIFICATION					
ONE	EXPORT DECLARATION	Nonnarc Schedule		Schedul	es III, and IV and all substand	Date of Departure/Arrival		
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							Signature of Customs Official	
DEA REGIST	RATION NO.						DEA Transaction ID	
	LED SUBSTANCES TO BE IMPORTED O	R EXPORTED						
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	U.S. Department of Ju	OMB APPROVAL						
CO	NTROLLED SUBSTANC	No. 1117-0009						
	(Read Instructi	EXPIRATION DATE: 8/31/2014						
	(neuu mstructi	See reverse for Privacy Act						
1. CHECK	IMPORT DECLARATION	U.S. CUSTOMS CERTIFICATION						
ONE	EXPORT DECLARATION	Nonnarco Schedule	otic Substances in S V	Schedu	Date of Departure/Arrival			
IMPORTER/E	XPORTER (Name and Address)		BROKER OR FORW Address)	/ARDIN	G AGENT, IF USED (Name and	Date of Certification		
						Signature of Customs Official		
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and NDC Nu	nber)		compound, or pre	paratio	n)	transaction)		
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5. NAME AN	D ADDRESS OF FOREIGN CONSIGNEE/C	ONSIGNOR						
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intended for 🔄 Medical, 🔄 Scientific, or 🔄 Other legitimate uses (attach explanation for other legitimate use).								
The above named substances are to be Re-Exported (Attach documentation per Title 21, CFR 1312.27) to (list countries):								
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DEA FORM-	230		COPY 3					

СС	U.S. Department of J DNTROLLED SUBSTAN (Read Instruct)	OMB APPROVAL No. 1117-0009 EXPIRATION DATE: 8/31/2014 See reverse for Privacy Act						
1. CHECK	IMPORT DECLARATION	U.S. CUSTOMS CERTIFICATION						
ONE	EXPORT DECLARATION	Nonnarco Schedule	otic Substances in S	Schedules III, a	Date of Departure/Arrival			
IMPORTER/	EXPORTER (Name and Address)		BROKER OR FORWARDING AGENT, IF USED (Name and Address)				Date of Certification	
							Signature of Customs Official	
DEA REGIST	ΒΑΤΙΩΝ ΝΩ						DEA Transaction ID	
	LED SUBSTANCES TO BE IMPORTED O	R EXPORTED						
2a. NAME A (Enter name	ND QUANTITY OF DRUG OR PREPARAT s as shown on labels; numbers and size rength of tablets, capsules, etc., CSA D	TION es of	2b. CONTROLLED PREPARATION exp names of controlle compound, or pre	pressed as acic ed substances	2c. DATE IMPORTED/EXPORTED AND ACTUAL QUANTITY (Completed by registrant at time of transaction)			
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5. NAME AND ADDRESS OF FOREIGN CONSIGNEE/CONSIGNOR								
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The above named substances are to be Re-Exported (Attach documentation per Title 21, CFR 1312.27) to (list countries):								
to receive t		rolled substar	ices are being re-e	xported from	the first country to s	second	d regulations of the country of destination countries, attach documentation that the ntrolled substances.	
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Print Name:								
DEA FORM-	-236		COPY 4					

СС	U.S. Department of J DNTROLLED SUBSTAN (Read Instruct)	OMB APPROVAL No. 1117-0009 EXPIRATION DATE: 8/31/2014 See reverse for Privacy Act						
1. CHECK	IMPORT DECLARATION	U.S. CUSTOMS CERTIFICATION						
ONE	EXPORT DECLARATION	Nonnarco Schedule	otic Substances in S	Schedule	Date of Departure/Arrival			
IMPORTER/	EXPORTER (Name and Address)		BROKER OR FORM Address)	VARDING	AGENT, IF USED (Name	and	Date of Certification	
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DEA REGIST	RATION NO. LED SUBSTANCES TO BE IMPORTED OI							
			2h CONTROLLED	CLIDCTA				
(Enter name	ND QUANTITY OF DRUG OR PREPARAT s as shown on labels; numbers and siz rength of tablets, capsules, etc., CSA L mber)	es of	PREPARATION exp	pressed a ed substa	NCE CONTENT OF DRUG as acid, base or alkaloid. ances contained in the dr)	2c. DATE IMPORTED/EXPORTED AND ACTUAL QUANTITY (Completed by registrant at time of transaction)		
33 0 505		(for U.S. expo	rt) PORT OF	3h			DMESTIC /for ILS_import) PORT OF	
	EIGN (for U.S. import) DOMESTIC DN AND APPROX. DEPARTURE DATE	(for U.S. expo	rt) PORT OF	3b.	FOREIGN (for U.S. expo TATION AND APPROX. A		OMESTIC (for U.S. import) PORT OF ATE	
4a MODE O	F TRANSPORT; NAME OF VESSEL / CAF	RIFR (if knowr	າໄ	4h NA	ME OF ALL INTERMEDIA	TE CARRIE	RS	
			.,					
5 ΝΔΜΕΔΝ	D ADDRESS OF FOREIGN CONSIGNEE/	CONSIGNOR						
J. NAME AN		considiron						
I hereby certify that the substance(s) listed in Section 2 are to be 🗌 Imported (conform to 21 U.S.C. § 952(b)) 🗌 Exported (conform to 21 U.S.C. § 953(e)) and are intended for 🗌 Medical, 🗌 Scientific, or 🗌 Other legitimate uses (attach explanation for other legitimate use).								
intended for Medical, Scientific, or Mother legitimate uses (attach explanation for other legitimate use).								
—								
to receive t	he controlled substances. If the cont	rolled substan	ices are being re-e	exported	from the first country t	o second	d regulations of the country of destination countries, attach documentation that the	
SIGNATURE	the country of ultimate destination is OF AUTHORIZED INDIVIDUAL OF IMPO BROKER OR FORWARDING AGENT		DATE	-	NAME OF FIRM AND TEL			
Print Name: DEA FORM-			COPY 5					