To apply for or renew your DEA License:

- Select “Registration” (on the left-hand column)

- Click on “Renewal applications” or “New Application”
- Select “Log-in to Begin Renewal Process or “Begin Application Process”
  - If renewing, you will need to log in using your name, as it appears on your DEA license.
  - If used on previous applications, you will need to enter your SSN and Tax ID Number:
    - UWMC Tax ID Number: 91-6001537
    - HMC Tax ID Number: 91-1631806
  - For new registrations, you will need the following:
    - National Provider ID – If you do not know your NPI, contact Kay Gowan, 206-221-4605 OR Sheryl Henderson at UWP, 206 52-5307
    - Washington Medical License number & expiration date - [https://fortress.wa.gov/doh/providercredentialsearch/SearchCriteria.aspx](https://fortress.wa.gov/doh/providercredentialsearch/SearchCriteria.aspx)

- Once the initial information is filled out, the exemption screen will open and request the following information.
  - Name of Fee Exempt Institution: enter your primary place of practice: UWMC, HMC or VAPSHCS as applicable. You CANNOT use this DEA license outside of these institutions.
  - The Certifying Official:
    - For UWMC: Tom Staiger, Medical Director (phone: 206-598-6600)
    - For HMC: Rick Goss, Medical Director (phone: 206-744-3134)
    - For VAPSHCS: Walt Dannenberg, Acting Deputy Director (phone 206-277-1340)
    - VAPSHCS providers also complete the VA License Supplement form, also found on the APM website & send to the director’s office at S-00-C&PO

- In the final box, type your name, in effect, electronically signing the application/renewal.
- Print a detailed receipt & the final webpage for your records.

If you encounter any difficulty logging into the site, or renewing your license, contact the local DEA office: DEA Seattle Field Division, 400 2nd Ave W., Seattle WA 98119; Phone (206) 553-1147