

# DEA Online Tableting and Encapsulating Machines Instructions for Entering an Import DEA Form 452

1. <https://apps.dea diversion.usdoj.gov/tem/spring/login>  
Log-in Page. Enter Username and Password, Click Log-in:



The screenshot shows the login page for the DEA Diversion Control Division. The page features the U.S. Department of Justice Drug Enforcement Administration logo on the left and the text "U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION" and "DIVERSION CONTROL DIVISION" in large, bold, white letters on a dark blue background. Below this, the text "Tableting / Encapsulating Machines" is displayed. A white login form is centered on the page, containing the following elements:

- Login Information** (title)
- Username:** followed by a text input field.
- Password:** followed by a text input field.
- A **Login** button.
- Two links: [Register](#) and [Forgot Password](#).

2. Regulated Machines Main Page. Click 452:

IMEX

[Add Another Company](#) [Manage Company Users](#)

10 (1 of 1)

DEA Form	DEA Number /Corp. ID	Company Name	Location
452 <a href="#">Update</a>		ABC TEST COMPANY	600 ARMY NAVY DRIVE ARLINGTON VIRGINIA 22202

10 (1 of 1)

3. Click Import to complete the Application To Import Machines (DEA Form 452). Click Next:

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

↩ Next

⌂ Cancel

Please indicate whether this is for Import or Export.

Import

Export

Domestic Resale

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4. Click Create New DEA Form 452 to Import Machines:

APPLICATION TO IMPORT MACHINES (DEA FORM 452)

[← Back](#) [⊗ Cancel](#)

DEA Registration Number:

Company Name:	ABC TEST COMPANY
Street Address:	600 ARMY NAVY DRIVE
City:	ARLINGTON
State:	VIRGINIA
Postal Code:	22202

[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:

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

**Foreign Consignor Information**

\*The following organization(s) are your providers. Please select one from the list.

<a href="#">← Back</a> <a href="#">↶ Next</a> <a href="#">+ Add a New Foreign Consignor</a> <a href="#">⊗ Cancel</a>			
(1 of 1) <a href="#">⏪</a> <a href="#">⏩</a> <a href="#">⏴</a> <a href="#">⏵</a> 25 <a href="#">▼</a>			
	Foreign Consignor <a href="#">↕</a>	Street Address <a href="#">↕</a>	City <a href="#">↕</a>
Country <a href="#">↕</a>			
No records found.			

6. Enter the fields to Add A Foreign Consignor. Click Next:

### Add A Foreign Consignor

\* indicates required fields.


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:

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

**Add Machines** \* indicates required fields.

**Machine Information**

**Machine Type\***     Encapsulating     Tableting    **Machine Type\***     Electric     Manual

**Serial Number**     **Make\***

**Description**     **Model\***

**Machines To Import**

Action	Machine Type	Serial Number	Description	Make	Model	Machine Type
No records found.						

8. Click Add a New Broker:

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

**Broker or Forwarding Agent Information**

\*The following organization(s) are your brokers or forwarding agents. Please select one from the list.

[↩ Back](#) [↪ Next](#) [+ Add a New Broker](#) [⊗ Cancel](#)

(1 of 1)

[1-4](#) [<<](#) [>>](#) [4-1](#)  ▾

Broker/Forwarding Agent ▾	Street Address ▾	City ▾	Country ▾
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No records found.





9. Complete the fields to add a Broker/Forwarding Agent. Click Next:

### Add a Broker/Forwarding Agent

\* indicates required fields.

Company Name*	<input type="text"/>
POC Full Name*	<input type="text"/>
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State	<input type="text" value="Select One"/> 
Country*	<input type="text" value="Select One"/> 
Postal Code	<input type="text"/> - <input type="text"/>
Phone Number*	<input type="text"/>
Email*	<input type="text"/>

10. Complete the fields for the Shipment Information. Click Next:

## APPLICATION TO IMPORT MACHINES (DEA FORM 452)

### Add Shipment Information

\* indicates required fields.

[← Back](#) [↩ Next](#) [⊗ Cancel](#)

#### Port of Exportation

Port Name\*

Select One

#### Port of Importation

Port Name\*

Select One

Arrival Date\*

#### Transport Information

Mode of Transport\*

Select One

Name of Vessel/Carrier Name

11. Select the purpose of the Import. Click Next:

APPLICATION TO IMPORT MACHINES (DEA FORM 452)

← Back

↪ Next

⊗ Cancel

Purpose

Medical

Commercial

Scientific

Other Legitimate Uses

IF MACHINE(S) WILL BE USED FOR OTHER PURPOSES, PLEASE COMPLETE:

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.

 **Submit**  **Cancel**

**Importer**

ABC TEST COMPANY  
KARA SWEENEY  
600 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202

**Foreign Consignor**

Test Company  
J.R. Smith  
123 Main Street  
Anytown, CANADA

**Broker/Forwarding Agent**

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

**Machines To Import**

<b>Machine Type</b>	<b>Serial Number</b>	<b>Description</b>	<b>Make</b>	<b>Model</b>
ENCAPSULING	1234	Encapsulating 2000	1234	2000

**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**

KARAANN SWEENEY

**Submit Date**

08/07/2018

**Name of Firm and Telephone Number**

ABC TEST COMPANY  
2023074989

13. Click Submit:

## Confirmation



 You will be submitting this DEA Form information to the DEA. Continue with Submit?

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Yes

No

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.

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

[Main Page](#)

The DEA Form information you submitted has been sent to the Drug Enforcement Administration. The Drug Enforcement Administration will provide a Transaction ID after the information has been reviewed.

In the meantime, please take a note of this web tracking number XKYWT3XPZB.

[Print](#)