

## CDS Licensing During COVID-19

Please note that due to the current state of emergency, staff is working remotely with limited access to mail. We apologize for any inconvenience. The below information is available on our website, here – <https://www.njconsumeraffairs.gov/dcu/Pages/default.aspx>. **Please submit your application following the instructions below.** Current application processing time is approximately 3-5 days.

To complete/submit a CDS registration application electronically please follow the below steps.

**Step 1:** Complete the appropriate CDS application found here – <https://www.njconsumeraffairs.gov/dcu/Pages/applications.aspx>. If you recently mailed your application to our office and retained copies, you may submit those copies.

**Step 2:** Complete the Attestation which can also be found here – <https://www.njconsumeraffairs.gov/dcu/Pages/applications.aspx>.

**Step 3:** Submit the completed application and attestation together in one email to [CDS@dca.lps.state.nj.us](mailto:CDS@dca.lps.state.nj.us).

### Notary requirement:

Due to the current state-of-emergency, *if* the application you are completing requires a notary certification, said portion of application need not be completed. The attestation will be accepted in lieu of the notary certification and your original signature. **You are still required to print and sign your name in aforementioned section of application.**

### Application Fee:

- **If you already submitted** – If you have recently mailed your CDS application and the accompanying check or money order you do *not* need to resubmit the fee.
- **If you have *not* already submitted** – If you have not already submitted the fee, please do not submit until you've received an invoice from this office. Once your CDS registration is issued, you will receive an invoice via email. A copy of that invoice and a \$40.00 check or money order payable to "State of New Jersey" must be mailed to: Division of Consumer Affairs, Drug Control Unit, 124 Halsey Street, 6th Floor, Newark, NJ 07102.

*Note: Staff is currently working remotely and as such, payment processing time may take longer than usual.*

### Federal DEA:

Upon issuance of your CDS registration, you are required to obtain a federal DEA registration. You will receive additional information about this once your CDS registration has been issued. You may transfer your DEA registration to New Jersey from another state, if you plan to discontinue practice in the other state. **For DEA registration questions please contact the DEA Registration Unit at 1-(888) 356-1071, [DEA.Registration.Help@usdoj.gov](mailto:DEA.Registration.Help@usdoj.gov), and/or visit <https://www.deadiversion.usdoj.gov/drugreg/index.html>.**