

# DEPARTMENT OF PUBLIC SAFETY CONTROLLED SUBSTANCE REGISTRATION RENEWALS

As of February, DPS is only mailing out reminder postcards (not renewal forms as they have in the past). This is actually what we do as well. However, this is what is different: We allow the entire process to occur online. With DPS, you have to go to the DPS website, print the form, fill out the form and mail it in with your payment. You may also print the forms, fill them, out, scan them and send it by email to DPS and either mail the fee or pay the fee online. If you pay online and do not submit the form, this is insufficient to be registered. You will have only paid, not filled out the form. There is no follow up by DPS if someone has paid and not submitted the forms. They will keep your money and not tell you that the registration is incomplete. It is the licensee's responsibility to ensure your controlled substances registration is timely renewed, and not doing so may result in disciplinary action by the Board.

Below is a copy of the reminder postcard that DPS is now sending out.

## RENEWAL NOTICE

According to our records, your Controlled Substances Registration will expire in 60 to 90 days. This is your official notification that it is time to renew. Allow 6 weeks for processing of your renewal application. You may download a Renewal Form from the Regulatory Services Division website at [www.dps.texas.gov](http://www.dps.texas.gov). The required fee is \$25.00; if the application is received after the expiration date an additional \$50.00 late fee will be due.

Please note that payment for renewal may be made online using a credit card by visiting: [www.texas.gov/dps-csrf](http://www.texas.gov/dps-csrf). You must submit the completed renewal application to the Department to finish the renewal process. Instructions for this process are provided when making the payment. For additional information regarding the renewal process, please visit the Regulatory Services Division website at [www.dps.texas.gov](http://www.dps.texas.gov).

After expiration of the Controlled Substances Registration, the registrant has **no authority** to manufacture, distribute, prescribe, possess, analyze, dispense, or conduct research with a controlled substance.