



SOUTH CAROLINA CONTROLLED SUBSTANCES REGISTRATION RENEWAL APPLICATION

INVOICE #

EXPIRATION DATE

RETURN THIS ORIGINAL APPLICATION BY MAIL.
REGISTRATIONS CANNOT BE RENEWED ONLINE.

RENEWAL INSTRUCTIONS

A. Answer the following questions:

1. Have you ever been convicted of any crime in connection with controlled substances? ☐ YES ☐ NO
2. Is any criminal charge pending? ☐ YES ☐ NO
3. Has the applicant ever surrendered or had a professional license or controlled substances registration revoked, suspended, denied, restricted or placed on probation within the last 12 months? ☐ YES ☐ NO
4. Is any such disciplinary action pending? ☐ YES ☐ NO

If "yes" to questions 1-4, attach an explanation.

5. Is your SC Professional License current? ☐ YES ☐ NO
6. **For practitioners**, do you **purchase or receive** controlled substances (CS), including CS samples, from a wholesaler, manufacturer, or other registrant to your registered location using your **PERSONAL** Federal DEA Number? ☐ YES ☐ NO

B. Correct any incorrect information and add your DEA number if it is not printed on this application.

C. Questions?
Email bdcrenewals@dph.sc.gov or call 803-896-0636

D. Application must be returned to:
SC DPH Bureau of Drug Control
PO Box 2046
West Columbia, SC 29171

1175B-ENG-DPH (10/2026)

Signature of Applicant

Last 4 digits of Social Security number or FEIN number

Date of Application

Registration Number

DEA Number

Fee

Schedules

Business Activity

If you are not renewing, please email bdcrenewals@dph.sc.gov to request cancellation to avoid a \$100 penalty fee if you need to re-register in the future.

The Bureau of Drug Control is located within the SC Department of Public Health. Please make note of our new USPS mailing address on this form.

Mailing and Payment Instructions:

Invoice Number:

Invoice Amount:

The above Application MUST BE COMPLETED AND RETURNED to:

SC DPH Bureau of Drug Control
PO Box 2046
West Columbia, SC 29171

If paying by Check, Money Order, or Certified Check: Make payable to SC DPH and enclose with the application when returned to the above address.

* If paying by E-check, Debit Card or Credit Card (Visa, Master Card, Discover, or American Express): All electronic payments are to be paid online. Please note: If you are paying electronically, you still MUST complete and return the above application to SC DPH. You may access SC DPH's Online Payment portal at the following address:

<https://web.sc.gov/desdphinvoiceapp/#/invoiceselection>

Or, you may also access the payment portal from the Pay Invoices link found on the Drug Control webpage. Note: When making an online payment, please reference the invoice number beginning with the letters, 'DC', located at the top left of this renewal application.

Instructions for Completing Form 1175B-ENG-DPH

Title: South Carolina Controlled Substances Renewal Application

Purpose: To allow practitioners and facilities who hold a South Carolina Controlled Substance Registration the opportunity to renew their license for another year from their current date of expiration if actively licensed.

Audience: Practitioners and facilities who hold a South Carolina Controlled Substance Registration.

Instructions:

Section A – Applicant appropriately answers yes or no questions related to whoever holds the controlled substance registration. If the registration is for a facility, the questions should be answered for the facility, not an individual.

Section B – Applicant crosses out any incorrect information and writes correct information. They may also attach a letter if there is not enough space. Write the DEA number of the registration if not included.

Section C – Contact email or phone number for questions.

Section D – Mailing address for all renewal applications.

Signature of applicant – Original signature is required for renewal authorization. If for a facility, the registrant or medical control physician must be the person to sign the renewal application.

Office Mechanics & Filing – Renewal applications will be held for 3 years in accordance with retention schedule number 16052 in a cabinet in Drug Control's file room and then destroyed appropriately through an ARM 11 form.