

## Instructions for completing DEA Form 253 CSOS Power of Attorney Certificate Application

### **Introduction:**

Form DEA-253 is for individuals requesting a CSOS Signing Certificate for electronic ordering of controlled substances. The POA Applicant must have been granted Power of Attorney to sign controlled substance orders by the DEA Registrant for the DEA Registration(s) identified. The Principal Coordinator/Alternate Coordinator must verify the identity and applicability of the POA applicant in accordance with the DEA Registrant Agreement.

### **Completing the application:**

The information must be **TYPED electronically into the PDF form on-line** with the exception of signatures, affirmations and the notary acknowledgement sections, which must be completed in blue or black ink. **All fields must be completed.**

Either the Principal or Alternate Coordinator for the associated DEA Registration Number(s) must authorize the POA Applicant in Section 3.

The POA Applicant should review the CSOS Power of Attorney Certificate Application Checklist to ensure all required documents are included with his/her application prior to mailing the application package to the CSOS Registration Authority.

### **The CSOS Coordinator must mail the completed application and attachments to:**

Drug Enforcement Administration  
Sterling Park Technology Center / CSOS  
8701 Morrisette Drive  
Springfield, VA 22152

### **What the applicant will receive:**

CSOS POA Applicants will receive one CSOS Signing Certificate for each DEA Registration number enrolled.

A pair of activation notices will be issued for each certificate:

- An E-mail activation notice will be sent for each certificate, which will contain an Access Code unique to that certificate. ***This E-mail is sent to the POA Applicant.***
- A postal mailed activation notice will be sent for each certificate, which will contain an Access Code Password unique to that certificate as well as information for logging in to DEA's secure certificate retrieval Web site. ***This postal mailed document is sent to the POA Applicant's Coordinator.***

The codes must be entered on the DEA E-Commerce Web site in order to retrieve the digital certificate.

Please contact DEA Diversion E-Commerce Support for enrollment assistance.

Phone: 1-877-DEA-ECOM (1-877-332-3266)

E-mail: CSOSsupport@deaecom.gov