

**DEA Form 225**

**For medical departments who use a Mayo Mail Code (MMC):**

1<sup>st</sup> line: University of Minnesota/Department Name

2<sup>nd</sup> line: Unit Registrant's name, MMC ### (if applicable)

3<sup>rd</sup> line: Unit Registrants Social Security #

4<sup>th</sup> line (1<sup>st</sup> line of the address): 420 Delaware St SE

5<sup>th</sup> line (2<sup>nd</sup> line of the address): Lab location room & building  
(ex: 1-234 Phillips Wangensteen Bldg)

6<sup>th</sup> line: Minneapolis, MN 55455

This allows University DEA registrants to change the name of a Unit Registrant through a change of address process.

**For all other departments:**

Univ of Minnesota/Department name

Unit Registrant's name

Unit Registrant's SSN

Correspondence mailing address room & building, street address

Lab location room & building

City, MN zip code

An example of the preceding format is the following:

Univ of Minnesota/Neuroscience

Roberta M Smith

Unit Registrant's SSN

6-145 Jackson Hall, 321 Church St SE

4-140 Jackson Hall

Minneapolis, MN 55455

To accommodate limited space on the DEA form, use official building abbreviations only on line 4 in the correspondence mailing address. In this example, it would become 6-145 JacH, 321 Church St SE.