



# UTAH DEPARTMENT OF COMMERCE

## Division of Occupational and Professional Licensing

### CONTROLLED SUBSTANCE DATABASE (CSD) DESIGNEE/PROXY SEARCH TIPS

Recommended internet browsers: Google® Chrome®, Firefox®, or Safari®  
(Microsoft® Edge/Explorer does not exhibit all features)

Using a bookmark to access the CSD is not recommended, please visit [csd.utah.gov](http://csd.utah.gov) each time you need to perform searches.

SEARCHING	
SEARCHES ALLOWED	SEARCHES NOT ALLOWED
Current and prospective patients of the prescriber(s) for which you have been given proxy access to run CSD searches	<p>ANY PATIENT NOT ASSIGNED TO YOU OR ANYONE YOU ARE AQUAINTED WITH, EVEN IF THEY ARE A PATIENT OF THE PRACTICE, INCLUDING:</p> <ul style="list-style-type: none"> <li>• Yourself</li> <li>• Relatives</li> <li>• Friends</li> <li>• Co-workers</li> </ul>
ADDITIONAL RULES	
DO	DO NOT
<ul style="list-style-type: none"> <li>• For security purposes, if your account was set up by another individual, your password &amp; PIN must be changed ASAP</li> <li>• Select the PROPER PRESCRIBER associated with the patient PRIOR to performing the search</li> </ul>	<ul style="list-style-type: none"> <li>• Share <ul style="list-style-type: none"> <li>○ your four-digit PIN with others</li> <li>○ your login ID or Password</li> </ul> </li> <li>• Log in with another person's ID and Password</li> <li>• Provide hard copy search results to the patients</li> </ul>

#### Search tips (for the best result):

1. Date of Birth (DOB) and partial name of the patient
2. Male patients: DOB and the first three letters of the LAST name\*
3. Female patients: DOB and the first three letters of the FIRST name\*
4. Default search time frame is one year, but can be adjusted for up to five years

\* While individual searches will vary, we have found that male patients often go by different variations of their first name, i.e. Tom, Thomas, Tommy, etc., but their last names rarely change. Female patients often change last names, i.e. maiden name, married name, divorce, etc. Essentially, a less is more approach will provide the most inclusive results.

For more information, please contact the Controlled Substance Database at (801) 530-6220 or email [CSD.utah.gov](mailto:CSD.utah.gov) or visit [Utah Code Chapter 37f](#) Part 3 "Access and Utilization" Section 58-37f-301 on page (4) of the Utah Code Chapter 37f for the rule specific to Accessing the Database.

[CSD FAQs](#)