**Georgia DPH GA PDMP Search Warrant – Subpoena Checklists**

**(For any and all questions, please email DPH at** law.pdmp@dph.ga.gov)

**Valid Search Warrant Checklist**

1. State time and date of issuance;
2. State name of the judicial officer issuing the search warrant;
	1. If it is a federal search warrant, it will be issued by a judge or United States magistrate judge.
3. Georgia search warrants do not have to contain the seal of the court or clerk;
4. State the place or person to be searched;
5. Describe the instruments, articles, or things to be seized;
6. Executed by any peace officer in Georgia, a specifically named officer, or a federal officer permitted to execute search warrants; and
7. In Georgia, it must be executed within 10 days from the time of issuance or it is void.

**Valid Subpoena Checklist**

1. Issued by one of the following agencies or state regulatory boards:
	1. Georgia Composite Medical Board
	2. Georgia Board of Pharmacy
		1. Georgia Drugs and Narcotics Agency may be conducting the investigation and inspection on behalf of the Board of Pharmacy
	3. Georgia Board of Nursing
	4. Georgia Board of Dentistry
	5. Georgia Department of Community Health
	6. Federal Centers for Medicare and Medicaid Services
2. Issued by the division director or his/her appointed representative;
	1. Georgia Composite Medical Board subpoenas may be issued by the executive director, chairperson of the board, of vice chairperson (if the chairperson is not available).
	2. Georgia Dentistry Board subpoenas may be issued by the executive director, the president of the board, or the appointed representative of either.
3. State the person to whom it is directed;
4. Describe the records to be disclosed; and
5. Specify a specific event or time by which the records must be disclosed.

NOTE: if it is a federal grand jury subpoena, its existence should be kept confidential.