

## **Checklist of Requirements for Pharmaceutical Detailer License:**

To ensure prompt processing of your NEW LICENSE APPLICATION be sure to submit all supporting documents listed below.

- ┆ A completed online application for licensure.
- ┆ One (1) recent passport size photo (2" X 2")
- ┆ One (1) clear photocopy of a US Government-issued photo ID, such as a driver's license, as proof of identity.
- ┆ A Social Security Number or a sworn affidavit and proof that the applicant is legally authorized to work in the United States.
- ┆ Name change documents (Marriage Certificate, Divorce Decree or Court Order) if applicable.
- ┆ Official college/university transcript in a sealed envelope (An institution of higher learning recognized by an accrediting body approved by the Secretary of the United States Department of Education).
- ┆ An applicant who holds a health professional license for a profession which requires a degree, may submit a copy of the license in lieu of an official college/university transcript.
- ┆ Notarized Affidavit to Abide by Code of Ethics Form.
- ┆ A Criminal Background Check.
- ┆ An application fee of \$175.00 (fees are non-refundable).