

NON-RESIDENT PHARMACY RENEWAL CHECKLIST

An out of state (non-resident) pharmacy that intends to renew a District of Columbia registration is required to submit the documents below. To assure timely processing, the renewal application, fee, and required documents can be submitted up to two months prior to the registration's expiration date. The expiration date and registration number are printed on the DC registration. An application received one day past the registration's expiration date will be considered late and will be assessed the applicable late fee.

PLEASE SUBMIT ALL DOCUMENTS BELOW WHEN COMPLETING THE ONLINE RENEWAL APPLICATION

Non-resident pharmacy license renewal supporting documents

- Home state pharmacy license
- Certificate of Occupancy (if required by home state)
- Pharmacist-in-Charge (PIC) license
- List of pharmacists working at this location and their license numbers
- Most recent pharmacy inspection report
- List of corporate officers and owners

Controlled Substance Registration renewal supporting documents

- Home state controlled substance registration
- Federal DEA Registration (not expired)

Additional information needed for renewal

- Name, telephone number, and email address for pharmacy representative
- Pharmacy email address
- Pharmacy mailing address (if different from pharmacy's physical address)
- DC resident agent designated to receive service of process