

## RESIDENT PHARMACY RENEWAL CHECKLIST

A 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**

#### **Resident pharmacy license renewal supporting documents**

- Pharmacist-in-Charge (PIC) license
- List of pharmacists working at this location and their license numbers
- List of corporate officers and owners

#### **Controlled Substance Registration renewal supporting documents**

- 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)