

PHARMACEUTICAL DETAILER Checklist of Supporting Documents

To expedite the processing of your NEW LICENSE APPLICATION be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below.

- A completed, signed DC application form
- Two (2) recent passport photos (2"x2")
- One (1) clear photocopy of a US Government issued photo
- Check, Money Order or Certified Check payable to DC Treasurer for \$175.00
- ID Social Security Number or a Sworn Affidavit
- Name Change Documents (Marriage Certificate, Divorce Decree or Court Order) if applicable
- Official School 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)
- Notarized *Affidavit to Abide by Code of Ethics* Form
- Criminal Background Check (FBI & State)

Additional References

Health Occupations Revision Act of 1985 (HORA) can be found online at <http://hpla.doh.dc.gov>