

## NON-RESIDENT PHARMACY APPLICATION CHECKLIST

An out-of-pharmacy that intends to ship **prescription drugs, over-the-counter drugs, or controlled substance drugs** to or within the District of Columbia must first obtain a DC registration, by submitting the required application(s), fees, and supporting documentation, as outlined below. **A separate application is required for each location that will ship drug products to or within the District of Columbia.**

INCOMPLETE APPLICATIONS OR THOSE SUBMITTED WITH INCORRECT, MISSING, OR EXPIRED DOCUMENTS WILL NOT BE PROCESSED.

**To be considered for a DC Registration, please submit the documents in the checklist below:**

### **DCMR 22, CHAPTER 19, SECTION 1903:**

- \_\_\_1. Existing District of Columbia license number (if name, location, or ownership change)
- \_\_\_2. Complete copy of initial Pharmacy Licensure Application
- \_\_\_3. Copy of home state pharmacy license and certificate of occupancy (if required by state)
- \_\_\_4. Most recent pharmacy inspection report
- \_\_\_5. Name of resident agent located within the District of Columbia designated to receive service of process (visit [www.registered-agent-listings.com](http://www.registered-agent-listings.com) for a list of DC resident agents)
- \_\_\_6. Verified Internet Pharmacy Practice Sites Program (VIPPS) of the National Association of Boards of Pharmacy, or other national certification program (if applicable)
- \_\_\_7. Does the pharmacy provide compounding as a service for their customers? (yes/no)
- \_\_\_8. Will the pharmacy ship controlled substances into the District of Columbia? (yes/no)  
  
If yes, please complete the Controlled Substance Registration application  
(visit [dchealth.dc.gov/service/controlled-substance-licensing](http://dchealth.dc.gov/service/controlled-substance-licensing) for a copy of the Controlled Substance Registration application)
- \_\_\_9. Copy of home state Controlled Substance Registration (if applicable)
- \_\_\_10. Copy of U.S. Drug Enforcement Administration Registration (if applicable)
- \_\_\_11. Copy of computer generated prescription label
- \_\_\_12. Non-refundable \$900 Non-Resident Pharmacy License fee and \$130 Controlled Substance Registration fee (if applicable)