NON-RESIDENT PHARMACY APPLICATION CHECKLIST

An out-of-state 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 Non-Resident Pharmacy license application

___ 3. Copy of home state pharmacy license and certificate of occupancy (if required by state)

___ 4. Pharmacist in charge’s name
   Copy of pharmacist in-charge’s license (in the state of pharmacy license)
   Pharmacist in charge’s signature on the affidavit on the application

___ 5. List of pharmacists practicing at this location and their license numbers

___ 6. Most recent pharmacy inspection report

___ 7. Name of resident agency located within the District of Columbia designated to receive service of process (visit www.registered-agent-listings.com for a list of DC resident agents)

___ 8. Verified Internet Pharmacy Practice Sites Program (VIPPS) of the National Association of Boards of Pharmacy, or other national certification program (if applicable)

___ 9. Does the pharmacy provide compounding as a service for their customers? (yes/no)

___ 10. Will the pharmacy ship controlled substances into the District of Columbia? (yes/no)
   If yes, please complete the Controlled Substance Registration application
   (visit https://dchealth.dc.gov/node/187402 for a copy of the Controlled Substance Registration application)

___ 11. Copy of home state Controlled Substance Registration (if applicable)

___ 12. Copy of U.S. Drug Enforcement Administration Registration (if applicable)

___ 13. Copy of computer-generated prescription label

___ 14. Non-refundable $900 Non-Resident Pharmacy License fee and $130 Controlled Substance Registration fee (if applicable)