



# TEXAS STATE BOARD OF PHARMACY

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## INSTRUCTIONS FOR FILING A PHARMACY APPLICATION ONLINE (NEW and/or CHANGE OF OWNERSHIP)

**IMPORTANT:** Please follow these instructions completely. Failure to submit the necessary items will delay the processing of your application. You will be notified of any deficiencies in your application.

Please allow approximately 60 days from the time your application packet is complete, to receive your new pharmacy license. Any forms that have been previously submitted with another application will not be pulled from the file. You must complete and submit all of the requested information. If the application process is not completed within one year from the application receipt date, the application will be withdrawn.

### FILING AN ONLINE PHARMACY LICENSE APPLICATION

#### STEP 1. SUBMIT ONLINE APPLICATION – LINK LOCATED ON WEBSITE

- A. Submit application and proper fee online for all pharmacies classes of pharmacy (Class A, B, C, D, or E). Supplemental forms listed below must be completed, signed, and submitted to Texas State Board of Pharmacy **by mail or common carrier**. FAXed copies are **NOT** accepted.

Applications are not complete until all forms are received.

#### STEP 2. SUBMIT SUPPLEMENTAL DOCUMENTS – FORMS LOCATED ON WEBSITE

- A. Ownership form – choose the appropriate form(s):
- Partnership or individual,
  - Corporation or Limited Liability Company, or
  - Government owned
- B. Copy of lease agreement between the owner of the pharmacy and the owner of the building in which the pharmacy is located; OR a notarized statement signed by the lessee and lessor, certifying the existence of a lease agreement. In cases where the real property is owned by the pharmacy license holder, a notarized statement to that effect signed by the owner, must be submitted.
- C. New Pharmacy Checklist, (all **new** pharmacy applications). This form is not required for a change of ownership. The form lists the minimum infrastructure requirements needed to apply for a new pharmacy license and must be submitted with a NEW pharmacy application.

- D. Sales Contract, (for change of ownership). As an alternative, the prospective owner(s) may submit a notarized certification of transfer of ownership, signed by the prospective buyer and seller.
- E. Current Pharmacy License (change of ownership). A copy of the completed pharmacy application should be retained to show licensure during the transition period.

**Requirements for prospective owner who does not own a pharmacy in Texas at the time of application; AND the application is for a:**

- **Class A Pharmacy; or**
- **Class C Pharmacy which will be owned by a Management Company**

- A. Copy of birth certificate or passport if the individual owner or managing officer(s) is not a Texas licensed pharmacist.
- B. Copy of current driver's license or state issued photo identification card if the individual owner, managing officer(s), or partners are not Texas licensed pharmacists.
- C. Approved credit application or other proof of credit worthiness from a primary wholesaler (i.e., contingent approval letter).
- D. If a closely-held corporation, a list of all owners.
- E. If a publicly-held corporation, a copy of the corporation's 10K Filing with the Security and Exchange Commission.

<b>SECTION C</b>	<p><b>Prior to the issuance of a license for a pharmacy located in Texas, the board shall conduct an on-site inspection of the pharmacy in the presence of the pharmacist-in-charge and owner or representative of the owner, to ensure that the pharmacist-in-charge and owner can meet the requirements of the Texas Pharmacy Act and Board Rules. Indicate the pharmacy is ready for an on-site inspection by <u>COMPLETING AND RETURNING</u> the Pre-Inspection Checklist.</b></p> <p><b>Note: The on-site pre-inspection may not be required if the prospective owner has an ownership interest in any other pharmacy in Texas at the time of application. This exemption applies only to the pre-inspection requirement.</b></p>
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