

**Texas State Board of Pharmacy License Application Instructions
Community Pharmacy (Class A)**

SUBMIT THIS CHECKLIST AS A COVER SHEET WITH ALL ITEMS LISTED – KEEP COPIES FOR YOUR RECORDS

- **READ this checklist carefully.** Documents submitted with a separate or similar application previously will not be retrieved for completion of this application.
- Applicants will be notified of any items missing from the application within 4 to 6 weeks. Allow a *minimum* of 90 days from the time your application packet is complete (all missing items received), for review and final license issuance. Official review does not begin until all required items are received.
- Applications are considered withdrawn if missing items are not submitted to complete an application within a year of the date initially received at TSBP.
- **NOTICE:** the application will be cancelled and a new application packet, including application fee, must be submitted, if a change in officer, owner, or location occurs while the application is under review by TSBP.

- 1. Pharmacy License Application – FORM LIC-Class A** required to be completed and mailed original with a check or money order payable to TSBP.
- 2. Ownership Information:**
- Partnership/Sole Proprietorship FORM LIC-006** required for Partnership or Sole Proprietor. Include each partner, limited and/or general partners; If any partners are Corporations/LLC, also complete **LIC-007** (see form below) for each entity.
- For multi-levels of ownership, include an organization chart.
- Corporate Ownership FORM LIC-007** required for Corporations, Limited Liability Company, Professional Associations, etc. and attach the following documents:
- Articles of Incorporation/Organization or Certificate of Formation.
- Current Texas Franchise Tax Account Status.
- Organization Chart
- If a closely-held corporation, a list of all owners.
 - If a publicly-held corporation, a copy of the corporation's 10K Filing with the Security and Exchange Commission.
- Government Ownership Form LIC-008** required if owned by City, State, or County.
- 3. Managing Officer** –Form **LIC-021** is required to be completed by each officer, individual owner, partner, and/or administrator, which provides information and questions regarding the “background”. Attach the following with each officer form:
- Copy of current driver's license or state issued identification card and;
- Copy of the social security card for each individual owner(s), managing officer(s) or partners that are not a Texas licensed pharmacist.
- 4. Lease Agreement/Property Ownership** - Attach a copy of lease agreement between the owner of the pharmacy and the owner of the building/or Landlord, in which the pharmacy is located. The pharmacy address and name of the tenant listed on the lease agreement must match the pharmacy address listed on all required forms. If you are subleasing the space, submit a copy of the sublease agreement along with the master lease agreement.
- 5. New Pharmacy Checklist - FORM LIC-018** lists the minimum infrastructure requirements needed to apply for a new pharmacy license and must be submitted with a New Pharmacy Application.
- 6. Credit Worthiness Document:** Provide a letter from your primary drug wholesaler with proof of credit worthiness.
- 7. Pre-Inspection Checklist** Submit Form **LIC-000A**. This form must be completed and submitted to indicate the pharmacy is ready for an on-site inspection.

Note: Prior to the issuance of a license for a pharmacy located in Texas, the board may 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.