

## TEXAS PHARMACY LICENSE APPLICATION

### Community Pharmacy (Class A) License

**PLEASE READ CAREFULLY:** Pharmacy applications status – allow 10 business days before contacting TSBP regarding the application status. Completed applications *may* take approximately 90 days, including the pre-inspection, for a license to be issued.

Failure to submit all required documentation will result in a delay of licensure. Questions regarding the application can be directed to the Pharmacy Licensing Specialist either by email to [pharmacies@pharmacy.texas.gov](mailto:pharmacies@pharmacy.texas.gov) or by phone at (512) 305-8021.

NOTICE: According to [Texas Occupations Code § 565.0551](#), the Executive Director of the Texas State Board of Pharmacy may require a license holder to submit a surety bond to the board.

- The Community Pharmacy - Class A Information Form (LIC-Class A)** see form below.
- Check or Money Order** for the Application Fee made payable to Texas State Board of Pharmacy. Fee calculation is provided in Box 1 on the Pharmacy Information Form.
- Ownership Information Form** – See form below. TSBP requires the direct owner of the pharmacy to be listed. If you choose to also provide the parent company, you can submit separate ownership forms for each.
  - Copy of the entity's Certificate of Formation as filed with the [Texas Secretary of State](#). This may also be called the Articles of Incorporation, Articles of Organization, or Application of Registration depending on the type of entity and when it was formed.
  - Additionally, if the entity is a Foreign Entity (i.e., the entity was formed in another state), provide a copy of the formation documents as filed in the jurisdiction of formation.
  - Verification of an ACTIVE [Franchise Tax Account Status](#) from the Texas Comptroller. Provide documentation from the Texas Comptroller that shows the entity has an ACTIVE Franchise Tax Account Status.
  - Organizational Chart: Provide an organizational chart that shows multi-levels of ownership and relation to the pharmacy.
  - [Sworn Disclosure Statement Form \(LIC-005\)](#) – See form for additional instruction and to verify if applicable.
- Managing Officer** - [Managing Officer Forms for each officer \(LIC-021\)](#) (attach a separate page if listing more than four officers). \*Per Texas Pharmacy [Rule 291.1](#) “Managing Officers are defined as the top four executive officers, including the corporate officer in charge of pharmacy operations, who are designated by the partnership or corporation to be jointly responsible for the legal operation of the pharmacy.” *At least one of the officers listed with TSBP will need to be listed with the Secretary of State (SOS). This information will be verified with each renewal as well.*
  - Copy of Officers' State Issue Photo ID. Acceptable Photo IDs are: Current Driver's License, State Issued Identification Card or US Passport.
  - Verification of Officers' Social Security Number – Submit a copy of the individual's Social Security Card OR a copy of the individual's W2, that shows the full SSN and Name of the individual, with all financial information redacted.
- Lease Agreement or Proof of Property Ownership** (ex: property deed), including the pharmacy floor plan.
- Letter of Credit Worthiness** - Submit a letter from the pharmacy's primary drug distributor and/or wholesaler that verifies the pharmacy applicant's credit worthiness. The letter must come from an entity that has an active license with [Texas Department of State Health Services \(DSHS\)](#) and be for the specific pharmacy and/or for the pharmacy owner.
- [Pre-Inspection Guide](#) – reference only, do not send with application.

NOTE: TSBP may request additional documentation to confirm or substantiate information submitted on the application.

**IMPORTANT: If applying for a Change of Ownership, refer to the [Change of Ownership Instructions](#) for the Change of Ownership Checklist and additional items required.**



TEXAS PHARMACY LICENSE APPLICATION  
Community Pharmacy (Class A) Information Form

| FOR TSBP USE ONLY |           |          |             |
|-------------------|-----------|----------|-------------|
| File #            | App #     | Entity # | Trans Code# |
|                   |           |          | 1020        |
| Amount Rcv'd      | License # | AFL Date |             |
|                   |           |          |             |

|          |   |   |                       |
|----------|---|---|-----------------------|
| <b>1</b> | This application MUST be submitted with a check or money order made payable to the Texas State Board of Pharmacy. Use the column to the right to calculate the fee for the application. | Pharmacy Application Fee<br>Number of Balances/Scales X \$25.00 ea<br>Total DUE | \$ 611.00<br>\$<br>\$ |
|----------|---|---|-----------------------|

**NOTICE:** According to [Texas Occupations Code §565.0551](#), the Executive Director of the Texas State Board of Pharmacy may require a license holder to submit a surety bond to the board.

Print or Type

|   |   |  |          |
|---|---|--|----------|
| <b>2</b>  | Pharmacy (Facility) Information                                       |  |          |
| Pharmacy Name:  | <i>Pharmacy Name – Name listed on the prescription labels/signage</i> |  |          |
| Pharmacy Address:   | <i>Street Address (Inspectable Location)</i>                          | <i>Suite/Unit #</i>  |          |
| <i>City</i>   | <i>State</i>  | <i>ZIP Code</i>  |          |
| Pharmacy Phone:   | <i>Pharmacy Email:</i> _____  |  |          |
| Pharmacy Fax Number:  | <i>Web Address:</i> _____   |  |          |
| Pharmacy Hours: Mon-Fri:  | Sat:  | Sun:   |          |
| <b>3</b>  | Type of Ownership   |  |          |
| <input type="checkbox"/> Sole Proprietorship/Individual   | <input type="checkbox"/> Corporation (Includes Non-Profit)            | <input type="checkbox"/> Government                          |          |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/> Limited Liability Company                    | <input type="checkbox"/> Other (specify)                     | _____    |
| <b>4</b>  | Type of Pharmacy  |  |          |
| <input type="checkbox"/> Community Independent  | <input type="checkbox"/> Community Multi/Chain (5 or more)            | <input type="checkbox"/> Other (Specify):                    | _____    |
| <b>5</b>  | Services Provided by Pharmacy (check all that apply)                  |  |          |
| <input type="checkbox"/> 24 Hour Service  | <input type="checkbox"/> Compounding, Non-Sterile                     | <input type="checkbox"/> Pharmacist Admin. Immunizations     |          |
| <input type="checkbox"/> 503b Outsourcing Facility  | <input type="checkbox"/> Compounding, Office Use                      | <input type="checkbox"/> Shipping Prescriptions Out-of-State |          |
| <input type="checkbox"/> Closed Door  | <input type="checkbox"/> Home Delivery                                | <input type="checkbox"/> Veterinary Prescriptions            |          |
| <input type="checkbox"/> Compounding Sterile, LOW Risk  | <input type="checkbox"/> Infusion                                     | <input type="checkbox"/> Other (Specify):                    | _____    |
| <input type="checkbox"/> Compounding Sterile, MED Risk  | <input type="checkbox"/> Nuclear                                      |  |          |
| <input type="checkbox"/> Compounding Sterile, HIGH Risk   | <input type="checkbox"/> Outpatient Prescriptions                     |  |          |
| <b>6</b> Pharmacist-in-Charge Attestation   |   |  |          |
| By my signature, I acknowledge that I am employed by the pharmacy listed above and that I am the Pharmacist-in-Charge of this pharmacy. I attest that I have read and understand the laws and rules relating to this class of pharmacy. THIS SIGNATURE MUST BE NOTARIZED. |   |  |          |
| Subscribed and sworn to before me this  |   |  |          |
| Print or Type Name of Pharmacist in Charge  | License #   | Day Of   | ,20_____ |
| Signature of Pharmacist in Charge   | Date  | Notary Public Signature                                      |          |



TEXAS PHARMACY LICENSE APPLICATION  
Community Pharmacy (Class A) Information Form, continued

**7 List of Staff Pharmacists and Pharmacy Technicians** (Attach a list if additional room is needed)

| Name of Staff RPh or Technician | License/Registration # | Name of Staff RPh or Technician | License/Registration # |
|---------------------------------|------------------------|---------------------------------|------------------------|
|                                 |                        |                                 |                        |
|                                 |                        |                                 |                        |
|                                 |                        |                                 |                        |
|                                 |                        |                                 |                        |
|                                 |                        |                                 |                        |
|                                 |                        |                                 |                        |
|                                 |                        |                                 |                        |

**8 The Owner or One of the Managing Officers MUST Answer the Following Questions:**

a. Has the pharmacy or the corporation, partnership, or other entity that owns the pharmacy been the subject of **ANY** professional disciplinary action or are any such actions pending against this entity by a regulatory authority? (e.g., surrender, revocation, reinstatement, suspension, fine, probation, restriction.) Include such information for **all** states, including Texas, and for all regulated professions.  Yes  No

b. Has the pharmacy or the corporation, partnership, or other entity that owns the pharmacy been subject to court ordered probation as related to any offense?  Yes  No

If you answered "YES" to Question 1 and/or Question 2, include the name of the Board, licensing or disciplinary authority, and the date of the order, and, if applicable, the date of the termination of the conditions and/or probation:

c. Are the customer service areas of the pharmacy accessible to disabled persons, as defined by federal law?  Yes  No

d. Does the pharmacy provide translating services for customers, including translating services for a person with impairment of hearing? If yes, what type of translating services does the pharmacy provide? (Check all that apply).  Yes  No

Spanish  American Sign Language  
 Vietnamese  AT&T Translating Service  
 Telecommunication Device for the Deaf (TDD)  Other Specify: \_\_\_\_\_

e. Does this Pharmacy participate in the Texas Medicaid Program?  Yes  No

**Owner/Managing Officer Attestation**

**Attest:** I hereby attest that the foregoing statements on this form or those on any attachment(s) to this form are to the best of my knowledge true and correct and that they are all given of my free will. I agree that any misstatement(s) or omission(s) as to material facts will constitute violation of and subject me to the penalties set forth in the Texas Pharmacy Act and Rules. I agree to comply with the Texas Pharmacy Act and Rules.

**THIS SIGNATURE MUST BE NOTARIZED**

|   |                         |                                     |
|---|-------------------------|-------------------------------------|
| Signature of Owner/Managing Officer           | Date                    | Subscribed and sworn before me this |
|   |                         | Day Of _____, 20 _____              |
| Owner/Managing Officer's Name (Type or Print) | Notary Public Signature |                                     |



TEXAS PHARMACY LICENSE APPLICATION  
Ownership Information Form

**1 Pharmacy (Facility) Information**

a. Pharmacy Name:

*Pharmacy Name – Name listed on the prescription labels/signage*

b. Pharmacy Address:

*Street Address (Inspectable Location)*

*Suite/Unit #*

*City*

*State*

*Zip Code*

**2 Designated Person of Contact for Pharmacy**

Person Authorized by Owner/Officer to Discuss Application Material with TSBP Staff

Full Name:

Title:

Contact Phone:

Contact Email:

**3 Ownership Information**

The below information should match all Secretary of State, Comptroller, and IRS Filings

a. Entity's Federal Employer ID Number (FEIN)

b. Type of Ownership

|   |  |
|---|--|
| <input type="checkbox"/> Sole Proprietorship/Individual Owner | <input type="checkbox"/> Corporation (Includes Non-Profit) |
| <input type="checkbox"/> Partnership                          | <input type="checkbox"/> Government                        |
| <input type="checkbox"/> Limited Liability Company            | <input type="checkbox"/> Other (specify) _____             |

c. Direct Owner of Pharmacy (Full name of the legal entity, i.e., Corp, Inc, LLC, LP, PA, LTD, etc.)

\_\_\_\_\_

d. Corporate Mailing Address for Owner

*Street Address* \_\_\_\_\_ *Suite/Unit #* \_\_\_\_\_

*City*

*State*

*Zip/Code*

**ATTEST:** I hereby attest that the foregoing statements or those on any attachment(s) to this form are to the best of my knowledge true and correct and that they are all given of my free will. I agree that any misstatement(s) or omission(s) as to material facts will constitute violation of and subject me to the penalties set forth in the Texas Pharmacy Act. I agree to comply with the Texas Pharmacy Act and Rules.

**THIS SIGNATURE MUST BE NOTARIZED:**

Subscribed and sworn to before me this

Signature of Owner/Managing Officer

Date

Day Of \_\_\_\_\_, 20 \_\_\_\_\_

Owner/Managing Officer's Name (Type or Print)

Notary Public Signature



Once your application is determined complete, an email will be submitted to the designated person of contact for the pharmacy. TSBP will verify background information for each officer/owner provided. The pre-inspection is determined by the TSBP compliance division.

**THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:**

- [Managing Officer Form\(s\) \(LIC-021\)](#) for each Officer
- Lease Agreement or Property Deed, including the pharmacy floor plan
- Articles of Incorporation/Organization
- Organization Chart
- [Sworn Disclosure Statement Form \(LIC-005\)](#)
- Proof of Credit Worthiness from your Primary Wholesaler

When your facility is ready for inspection, use the [Pre-Inspection Guide](#) to assist you with ensuring all items required are in place before the pre-inspection.

**IMPORTANT - Pharmacy application status – allow 10 business days before contacting TSBP regarding the application status. Completed applications *may* take approximately 90 days for a license to be issued.**