

TEXAS PHARMACY LICENSE APPLICATION
Clinic Pharmacy (Class D) License Change of Ownership

PLEASE READ CAREFULLY: Pharmacy applications 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.

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 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 Clinic Pharmacy-Class D Information Change of Ownership Form (LIC-Class_D) 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 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."
 - 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.
- Bill of Sale (or legal document which transfers Ownership) Including Records & Drugs statement.
- 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.
- Policy and Procedures Manual: Provide a copy of the complete policy and procedures manual for the facility. This must also include the clinic drug formulary and all information required under [Rule 291.93](#). Additionally, if the pharmacy is requesting an Expanded Formulary or an Alternative Visitation Schedule, include the petition requests in accordance with [Rule 291.93](#).
- Original Pharmacy License- The original license must be returned with this application. If for any reason the pharmacy does not have the original license, the pharmacy must submit a signed written statement of explanation describing why the license was not provided.

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



TEXAS PHARMACY LICENSE APPLICATION
Clinic Pharmacy (Class D) Information Change of Ownership Form

Current Pharmacy License #	
Previous Pharmacy Owner (Entity Name):	
Effective Date of Change:	

FOR TSBP USE ONLY			
File #	App #	Entity #	Trans Code#
			3023
Amount Rcv'd	License #	AFL Date	

1	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	\$ 516.00
		Number of Balances/Scales X \$25.00 ea	\$
		Total DUE	\$

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

2 Pharmacy (Facility) Information

Pharmacy Name: _____
Doing business as (dba) – Name listed on the prescription labels/signage

Pharmacy Address: _____
Street Address (Inspectable Location) Suite/Unit #

City _____ State _____ ZIP Code _____

Pharmacy Phone: _____ Pharmacy Email: _____
 Pharmacy Fax Number: _____ Web Address: _____
 Pharmacy Hours: Mon-Fri: _____ Sat: _____ Sun: _____

3 Type of Ownership

- Sole Proprietorship/Individual Corporation (Includes Non-Profit) Government
 Partnership Limited Liability Company Other (specify) _____

4 Type of Pharmacy

- Public Health Other (Specify): _____

5 Services Provided by Pharmacy (check all that apply)

- Alternative Visitation Schedule Expanded Formulary Home Delivery
 Closed Door Outpatient Prescriptions Other (Specify): _____

6 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	



TEXAS PHARMACY LICENSE APPLICATION
Clinic Pharmacy (Class D) Information Change of Ownership Form, continued

NOTICE: A Class D pharmacy license shall not be issued to a physician's office. Texas State Board of Pharmacy Rules define Clinic Pharmacy (Class D) as a facility/location other than a physician's office, where limited types of dangerous drugs or devices restricted to those listed in and approved for the clinic's formulary are stored, administered, provided, or dispensed to outpatients. (e.g. planned parenthood, public health). See [Board Rule 291.93](#).

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 Provide the Following Information for the Class D Clinic:

- A) Provide the Name and Texas License Number for the Medical Director
 Name of Medical Director: _____
 Texas License Number: _____
- B) Attach a copy of the Pharmacy's Policy and Procedure Manual which must include the clinic's drug formulary, if requesting permission to maintain an expanded formulary or an alternative visitation schedule. See [Board Rule 291.93](#).

9 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: _____
- 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 _____



TEXAS PHARMACY LICENSE APPLICATION
Ownership Information Form

1 Pharmacy (Facility) Information	
a.	Pharmacy Name: _____ <i>Doing business as (dba) – Name listed on the prescription labels/signage</i>
b.	Pharmacy Address: _____ <i>Street Address (Inspectable Location) Suite/Unit #</i>

	<i>City State Zip Code</i>
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 <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 (i.e., Corp, Inc, LLC, LP, PA, LTD, etc.) _____	
d. Corporate Mailing Address for Owner _____ <i>Street Address Suite/Unit #</i> _____ <i>City State Zip/Postal Code</i>	

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:***

Signature of Owner / Managing Officer _____ Date

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

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public



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 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
- Policy and Procedures Manual, including drug formulary
- Expanded Formulary Petition Request and/or Alternative Visitation Schedule if applicable
- [Sworn Disclosure Statement Form \(LIC-005\)](#)
- Bill of Sale (or legal document which transfers Ownership) including records & drugs
- Proof of Credit Worthiness from your Primary Wholesaler
- Original Pharmacy License must be Returned