

## TEXAS PHARMACY LICENSE APPLICATION

### Non-Resident (Out of State) Pharmacy (Class E) Information Change of Ownership Form

**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) 305-9127.

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 Non-Resident Pharmacy-Class E Information Form (LIC-Class\_E) 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, 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](#), if entity is also registered with Texas. Provide documentation from the Texas Comptroller that shows the entity has an ACTIVE Franchise Tax Account Status.
  - [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.
- Inspection Report: Attach a copy of the most recent pharmacy inspection report dated no more than two years prior to the date of this application. The inspection must have been conducted by the regulatory or licensing agency of the resident state AFTER the pharmacy was in operation for a minimum of 30 days.
- License Verifications: Submit written verification from the resident Board of Pharmacy that verifies the licenses of the BOTH the Pharmacist-in-Charge and the Pharmacy. Copies of the license will NOT fulfill this requirement.
- Description of Services: Attach a detailed written description of services that the pharmacy plans to offer Texas Residents upon licensure.

**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.

## Important Information regarding Non-Resident (Out of State) Pharmacy (Class E) Information Change of Ownership Form

Read all the below information thoroughly before applying for a Non-Resident or Out-Of-State (Class\_E) Pharmacy License.

### Operational Requirements:

Class E (Non-Resident) Pharmacy Applicants MUST be able to attest to ALL of the following statements on the application:

This pharmacy does **NOT**:

1. Engage in compounding sterile preparations in the state of residence;
2. Dispense, distribute, deliver, or ship sterile compounded preparations to residents in Texas or to any other state;
3. Dispense, distribute, deliver, or ship sterile compounded preparations to practitioners in Texas or to any other state; or
4. Obtain sterile compounded preparations from a separate pharmacy, whether there is an affiliation or not, and use the sterile compounded preparations to fulfill a prescription drug order for a Texas resident, or to fulfill a purchase order or initiative from a Texas practitioner for sterile compounded preparations to be used as office drug supplies by the practitioner for administration to the practitioner's patients.

If ANY of the above statements are **NOT** true, then the applicant must submit a Non-Resident Pharmacy Engaged in Compounding Sterile Preparations (Class E-S) Pharmacy Application.

### Pharmacist-in-Charge Requirements:

[Per Rule 291.103](#), A Class E pharmacy must designate a Pharmacist to service as the Pharmacist-in-Charge for the pharmacy. This pharmacist must be licensed to practice pharmacy by the regulatory or licensing agency in the resident state **AND** must be licensed as a pharmacist in Texas.

**IMPORTANT:** Applications without a Texas licensed Pharmacist-in-Charge listed will be considered incomplete and not reviewed.

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
- [Sworn Disclosure Statement Form \(LIC-005\)](#)
- Proof of Credit Worthiness from your Primary Wholesaler
- Written letter(s) of License Verification for the Pharmacy and the Pharmacist-in-Charge
- Inspection Report
- Description of Services
- Bill of Sale (Provide only if applying for a Change of Ownership)



**TEXAS PHARMACY LICENSE APPLICATION**

**Non-Resident (Out of State) Pharmacy (Class E) Information Change of Ownership Form**

<b>Current TX Pharmacy License #</b>	
Previous Pharmacy owner (entity name):	
Effective Date of Change:	

FOR TSBP USE ONLY			
File #	App #	Entity #	Trans Code#
			<b>3024</b>
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	\$ 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**

- Community Independent   
  Community Multi/Chain (5 or more)   
  Other (Specify): \_\_\_\_\_

**5 Services Provided by Pharmacy (check all that apply)**

- 24 Hour Service   
  Compounding, Non-Sterile   
  Pharmacist Admin. Immunizations  
 503b Outsourcing Facility   
  Compounding, Office Use   
  Shipping Prescriptions Out-of-State  
 Closed Door   
  Home Delivery   
  Veterinary Prescriptions  
 Compounding Sterile, LOW Risk   
  Infusion   
  Other (Specify): \_\_\_\_\_  
 Compounding Sterile, MED Risk   
  Nuclear  
 Compounding Sterile, HIGH Risk   
  Outpatient Prescriptions

**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**  
**Community Pharmacy (Class E) 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

Vietnamese

Telecommunication Device for the Deaf (TDD)

American Sign Language

AT&T Translating Service

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 pharmacy does not (check all that apply) \*:
- engage in compounding sterile preparations in the state of residence;
  - dispense, distribute, deliver or ship sterile compounded preparations to residents in Texas or any other state;
  - dispense, distribute, deliver, or ship sterile compounded preparations to practitioners in Texas or any other state; or
  - obtain sterile compounded preparations from a separate pharmacy, whether there is an affiliation or not, and use the sterile compounded preparations to fulfill a prescription drug order for a Texas resident, or to fulfil a purchase order or initiative from a Texas practitioner for sterile compounded preparations to be used as office drug supplies by the practitioner for administration to the practitioner's patients.
  - obtain non-sterile compounded preparations from a separate pharmacy, whether there is an affiliation or not, and use the non-sterile compounded preparations to fulfill a prescription drug order for a Texas resident, or to fulfil a purchase order or initiative from a Texas practitioner for non-sterile compounded preparations to be used as office drug supplies by the practitioner for administration to the practitioner's patients.
  - I confirm that the pharmacy will obtain a Non-Resident Compounding Sterile Preparations (Class E-S) Pharmacy License prior to engaging in the activities listed above.

**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

<b>1</b>	<b>Pharmacy (Facility) Information</b>		
a.	Pharmacy Name:	_____	
		<i>Doing business as (dba) – Name listed on the prescription labels/signage</i>	
b.	Pharmacy Address:	_____	
		<i>Street Address (Inspectable Location)</i>	<i>Suite/Unit #</i>
		_____	_____
		<i>City</i>	<i>State</i>
		_____	<i>Zip Code</i>
<b>2</b>	<b>Designated Person of Contact for Pharmacy</b>		
	<i>Person Authorized by Owner/Officer to Discuss Application Material with TSBP Staff</i>		
	Full Name: _____	Title: _____	
	Contact Phone: _____	Contact Email: _____	
<b>3</b>	<b>OWNERSHIP INFORMATION</b>		
	<i>The below information should match all Secretary of State, Comptroller, and IRS Filings.</i>		
a.	<u>Entity's Federal Employer ID Number (FEIN)</u>	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</i>	<i>Suite/Unit #</i>	
	_____	_____	
	<i>City</i>	<i>State</i>	<i>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