



## Step-by-Step Instructions for Completing the Pharmacy Renewal Application

**Box 1:** Review the fee for the pharmacy Renewal in Box 1. The fee is calculated to be the Renewal Fee + Balance(s) Fee. If the number of balances is incorrect, line through the number, indicate the correction, and adjust the fee accordingly. This change will require the pharmacy to either send payment by check or money order as there is not a way to adjust the fee online.

**Box 2:** Verify that the Pharmacy Name and Location Address are correct in Box 2. If any need to be changed, contact the Licensing Division for further instruction. Provide all current contact information for the pharmacy that is applicable. All pharmacies are required to provide a toll-free phone number if they have one. Providing a current email address will allow TSBP to notify the pharmacy if there is a discrepancy with the application as well as any future communications or renewal reminder notices.

**Box 3:** Verify that the Pharmacy Class and Pharmacy Type are both correct. If not, contact that the Licensing Division for further instruction. Otherwise, indicate ALL applicable services provided by the facility in the first two columns. You must indicate at least ONE type of Service. Renewal Forms WITHOUT services indicated are considered incomplete and will remain pending until the services are received.

**Box 4:** Verify the Name of the Pharmacy Owner, as well as the Ownership Type. Indicate the Owner's mailing address in the space provided. If there are any changes, contact the Licensing Division to determine if a [Change of Ownership](#) needs to be submitted. (There is currently a glitch that causes a Managing Officer's Name to be reported instead of the owner. If this occurs, confirm the Owner Name is listed in the first box on Page 2 if so, nothing is required here. If incorrect, please note the individual has no relation to your pharmacy.)

**Box 5:** Verify that all current Managing Officers are listed in the first box on Page 2. A Managing Officer is defined as the top four executive officers, including the corporate officer in charge of pharmacy operations, designated by the partnership/corporation to be jointly responsible for the legal operation of the pharmacy. If an Officer needs to be removed, line through his/her name. If an Officer needs to be added, submit a [Change of Managing Officer](#) Form for the individual.

**Box 6:** Verify the Name and Texas License Number of the Pharmacist-in-Charge (PIC). If the PIC information needs to be changed, submit a [Change of Pharmacist-in-Charge Form](#). All Texas Pharmacy Licenses must have a Texas Licensed PIC. A Pharmacy without a Texas Licensed PIC cannot be renewed. **The process can also be completed electronically for a quicker turn around.**

<https://www.pharmacy.texas.gov/licensees/update/pic.asp>

**Box 7:** Verify that all Texas Licensed Staff Pharmacists and Technicians are listed on Page 2. You may update the employee roster using the Online Licensing System. Alternatively, you may line through the name of the individuals to be removed and write in the Full Name and License/Registration Number of the individuals to be added.

**Attestation Page** (generally Page 3 and/or 4): Answer all Questions in full. **Questions left blank or descriptions of offenses not included** will result in the Renewal Application to remain pending until the information is provided. The Renewal Application must be signed by a Managing Officer on record with TSBP

**Sworn Disclosure Statement Form:** All Renewal Applicants must submit a completed Sworn Disclosure Statement, **unless** the pharmacy is: [https://www.pharmacy.texas.gov/files\\_pdf/LIC-005.pdf](https://www.pharmacy.texas.gov/files_pdf/LIC-005.pdf)

- Operated by a Publicly Traded Company. Alternatively, provide page 1 of the company's 10-K SEC Filing
- Wholly Owned by a Retail Grocery Store Chain. Alternatively, provide a written statement attesting as such.
- Licensed as a **Class B**, **Class C**, or **Class C-S** Pharmacy

**Pharmacies providing Remote Services:** Review the list of all Remote Pharmacies and Addresses. If any remotes are no longer being serviced, line through the name and indicate close. This page must be signed by the PIC attesting that each remote pharmacy is still in service.

**NOTE: Non-Resident (Class E or Class E-S) Pharmacies require additional items to be submitted. For a complete list, see [Additional Requirements for Non-Resident \(Class E/E-S\) Pharmacies](#)**

### QUESTIONS?

Any questions regarding the Pharmacy (Facility) Renewal Application can be directed to the Pharmacy Renewal Licensing Specialist by emailing [phcyrenewals@pharmacy.texas.gov](mailto:phcyrenewals@pharmacy.texas.gov) or by calling (512) 305-8022. Understand that renewals are reviewed in the order received and will be processed IF complete. If the application is incomplete, the pharmacy will receive an email advising of any deficiencies within 5-7 business days from the date the application was received.