

Change of Ownership Process Non-Resident

Ownership change of 50% or more at parent level

New application to be submitted (Must be submitted by **PAPER APPLICATION ONLY**-option to mark change of ownership on application)

All required documentation must be available at the time application is submitted to WVBOP.

(Copy of home state license, inspection report, DEA certificates-reflecting changes)

WVBOP will accept applications up to 1 week prior if all required documents can be provided. If documentation cannot be provided prior to transaction closure the application can be submitted up to 30 days after. During this 30-day period, no business into the state of WV can be conducted.

If a COMPLETED change of ownership application is submitted prior to change, we will hold the application until date of transaction closure (provided by applicant) and process the same day. If the closure date falls on a weekend or holiday, then it will be processed the next business day. In this case when the old license ends the new will begin with no disruption of business.

If submitted after the change, no business into the state of WV can be conducted until the COMPLETED change of ownership application has been received/processed by the Board and a new license has been issued.

Change of Ownership Process Resident

Ownership change of 50% or more at parent level

New application (Mail Order, Wholesale, Manufacturer) /Change of Ownership (Pharmacy) application to be submitted (Must be submitted by **PAPER APPLICATION ONLY** option to mark change of ownership on new application)

All required documentation must be available at the time application is submitted to WVBOP.

(Copy of home state license, inspection report, DEA certificates-reflecting changes)

Once change of ownership application is submitted to WVBOP we will issue a pending license which is valid for up to 90 days. This license can only be used to acquire any necessary licenses, registrations required to conduct business after transaction closure date. No business can be conducted under this pending license.

If an inspection is required, the local inspector will contact the PIC to set up inspection.

By the end of that 90-day period all required documentation must be submitted to the Board to complete the change of ownership application. (Inspection report, DEA certificates-reflecting changes, etc.) Once all requirements have been met an active license will be issued reflecting new information provided on the date of transaction closure. At this time, the old license will end and the new will begin with no disruption of business. If all requirements are not met by the end of this 90-day period applicant may apply to the Board for additional time, otherwise the pending number will become null and void.

If submitted after the change, no business in the state of WV can be conducted until the COMPLETED change of ownership application has been received/processed by the Board and a new license has been issued.