

**Per Rule §15-1-14.4.2 applications must be RECEIVED in our office by June 15th in order to allow time to process by June 30<sup>th</sup>**

If a completed application for renewal is not received in the Board office on or before June 30 of the year in which it expired, the license is expired.

Renewal applications received after June shall require the payment of a late fee in the amount of \$150.00 in addition to the renewal fee.

Renewal applications not received by the first day of August each year shall require the payment of a reinstatement fee of \$250.00 in addition to the renewal fee.

## West Virginia Board of Pharmacy

1207 Quarrier St. 4th Floor

Charleston, WV 25301

### APPLICATION FOR LICENSE PERMIT OR RENEWAL TO OPERATE A MAIL ORDER PHARMACY

**July 1, 2025 to June 30, 2027**

Every mail-order pharmacy which dispenses drugs or medicines through the United States mail or otherwise to any point within the State of West Virginia shall, as a condition precedent to being qualified and authorized to transact such business in the State of West Virginia, annually register with the Board of Pharmacy to conduct such business in the State as provided for in West Virginia, Code 30-5-24.

Current name and address: \_\_\_\_\_ Old name, address, and license #: \_\_\_\_\_ Check here if name or address change \_\_\_\_\_

(Address change requires new application & fee)

\_\_\_\_\_ Check here if ownership change

(Ownership change requires new application & fee)

Home State License #: \_\_\_\_\_

Check One: \_\_\_\_\_ **New Application**

\_\_\_\_\_ **Renewal**

**WEST VIRGINIA LICENSE #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

DEA#: \_\_\_\_\_

List other state(s) of licensure: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

Doing Business As: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

**Attach** a list of current owner, partners, or corporate officers and title.

Name of Pharmacy Manager \_\_\_\_\_

Pharmacist in Charge \_\_\_\_\_ **West Virginia License #** \_\_\_\_\_

{Per West Virginia Code 30-5-7(a)(13), the PIC of any out of state mail order pharmacy providing pharmacist care to patients in West Virginia shall be licensed in West Virginia.}

Other Registered Pharmacists employed (including license # and state of licensure. Attach additional pages as necessary.)

Name: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

Have there been any violations of pharmacy or controlled substance laws pertaining to any employee including original convictions or administrative discipline? \_\_\_\_\_ If yes, detail by attachment.

Per West Virginia Code 60A-3-302, any person or entity which distributes or dispenses any controlled substance within this state must obtain a controlled substance handling permit, which requires an additional fee of \$50.00.

\_\_\_\_\_ Check here if handling Controlled Substances. Circle applicable drug schedules: C-I C-II C-III C-IV C-V

Do you perform sterile and/or nuclear compounding? (If yes additional fee of \$150.00) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, is dispensing pursuant to a prescription for a patient? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, for non-Nuclear facilities: If your state is an NABP Blueprint state, please ATTACH a copy of your state's most recent sterile compounding inspection (note: must be at least within the last 2 years). Note: if your state is not a participant in the NABP Multistate Blueprint Program, you must provide a copy of the most recent NABP Verified Pharmacy Program (VPP) inspection for sterile compounding unless the state utilizes the NABP Universal Sterile Compounding Inspection form.

If no, STOP. If you are a 503B Outsourcing facility stop here and complete the application for Manufacturer.

Do you operate as a Nuclear Pharmacy? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, if registered with the FDA, ATTACH a copy your FDA registration. ATTACH a copy of your current NRC/RAM license. Provide a copy of the most recent inspection utilizing the NABP Universal Nuclear Pharmacy Inspection Form. This may be as performed by your state's Board of Pharmacy or by NABP Verified Pharmacy Program (VPP) inspection.

Name of person authorized to sign for controlled substances \_\_\_\_\_

The undersigned hereby swears, or affirms, that all statements made herein are true and correct, and that all the provisions of the law and regulations based thereon, relative to the practice of pharmacy, will be faithfully observed during the period any permit issued may be in force and effect.

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**Annual Fees: (Biennial Renewal-Listed fees should be doubled)**

Every initial application for a permit shall be accompanied by the required fee of **\$500.00**. The renewal of such permit or license shall be **\$500.00 ANNUALLY. You must attach copies of your State License and most current inspection report as well as copies of your federal and state controlled substance registration, if shipping controlled substances.**

If handling Controlled Substances, an additional fee for the Controlled Substance Handling Permit of **\$50.00 (annually)** is required, for a total fee of **\$550.00 (annually)**.

If performing sterile and/or nuclear compounding additional **\$150.00 (annually)** is required.

Signature (Owner, Partner, Corporate Officer)\_\_\_\_\_ Signature(Pharmacist-In-Charge)\_\_\_\_\_