



Idaho State Board of Pharmacy

PO Box 83720 Boise, Idaho 83720-0067 | Phone: 208-334-2356 | Fax: 208-334-3536
1199 Shoreline Lane Ste 303 Boise, Idaho 83702-9103 | <https://bop.idaho.gov> | info@bop.idaho.gov

Required Documents Idaho State Pharmacy Application & Changes to Idaho Pharmacy Operations

All notifications/applications must be received by the Board a minimum of 30 days prior to construction, or expected change date, except for closures, which must be submitted within 10 days prior to closure.

The following requirements must be met with on line submission and the attachment of the proper forms;

****ALL IN STATE PHARMACY DRUG OUTLETS****

New Pharmacy

Complete the on-line initial application – all fields are required to be completed. Blank fields will delay processing
List of Officers, Partners, Owners etc. Include address & phone, stock shares for each.
Floor Plans - 8 x 11 where diagram fills the page- require prior inspection before registration activation.
Copy of Federal DEA Registration application with control number (ie W1111111C)

Pharmacy Remodel

See Form – Idaho Pharmacy Remodel - [Facilities - Idaho State Board of Pharmacy](#)

Ownership Change

Complete the on-line application – all fields are required to be completed. Blank fields will delay processing
PIC – Director of Pharmacy Change Form
List of Officers, Partners, Owners etc. Include address & phone, Stock shares for each
Copy of Federal DEA Registration or application with control number (ie W1111111C)

Name change

PIC – Director of Pharmacy Change Form
Screen print copy of Name Change request to the DEA

Address Change

Complete the on-line initial application – all fields are required to be completed. Blank fields will delay processing
PIC – Director of Pharmacy Change Form
Floor Plans - 8 x 11 where diagram fills the page - require prior inspection.
Screen print copy of Address Change Request to the DEA

Closure

See Form – Idaho Pharmacy Closure - [Facilities - Idaho State Board of Pharmacy](#)

ADDITIONAL INFORMATION

IDAPA27.01.01.204. CONTROLLED SUBSTANCES -- PMP.

Specified data on controlled substances must be reported weekly, or more often as required by the Board, by all pharmacies holding a DEA retail pharmacy registration that dispense controlled substances and prescribers that dispense controlled substances. Data on controlled substance prescription drug samples does not need to be reported. (3-21-12)

Contact Person for reporting: Teresa Anderson at Teresa.Anderson@bop.idaho.gov or 208.334.2356



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PIC of Pharmacy Change Form

The Board of Pharmacy holds the the pharmacist in charge of each pharmacy responsible for all pharmacy related matters. The following is a non-inclusive list of Board Rules that relate to the responsibilities of pharmacists moving into these roles. Ensure that your pharmacy has access to the current edition of the Idaho Pharmacy Laws & Rules prior to reviewing the following.

Chapter 3.400.03.b Inventory on PIC Change. A complete controlled substance inventory must be conducted by the incoming PIC or his delegate on or by the first day of employment of the incoming PIC. (7-1-18)

Chapter 3.200.02. PIC and Drug Outlet Responsibility. The PIC is responsible for the management of every part of the drug outlet and its regulated operations. The PIC and the drug outlet each have corresponding and individual responsibility for compliance with applicable state and federal law and these rules. (7-1-18)

Pharmacist Statement:

Date of Change: _____ Pharmacist in Charge

License #: _____ Name: _____

Pharmacy of Employment:

License #: _____ Name: _____

City: _____ Zip + 4: _____ - _____

Phone #: _____ Fax #: _____

Work Email Address: _____

I certify that I have read and understand the above-mentioned Rules related to the role of the Pharmacist in Charge.

Signature: _____ Date: _____