



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 & Instructions for Manufacturer Registration Application & Changes to Drug Outlet Operations

Note: Manufacturers that ship product into Idaho must be registered. Third Party Logistic companies (3PL) will not be registered and can only ship for Idaho registered manufacturers.

Before beginning the online application review the following;

- **e-Gov Registrations Instructions form** https://bop.idaho.gov/wp-content/uploads/sites/99/2019/07/2018-07-19_BusinessEgovInstructions.pdf. IF the facility had a prior license with the Idaho BOP, contact us for registration information.
- **Requirements Indicated below. Upload the most recent version of each document**
- **Applicable Idaho Code & Rules** <https://bop.idaho.gov/pharmacy-code-administrative-rules/>

The following requirements must be met with the submission of the on-line application;

New

Complete on-line application & pay applicable fees - all fields are required. Blank fields will delay processing

Resident State License - Upload a copy of the most recent version of one of the following;

- Manufacturer Resident State License
- FDA Registration

Facility Inspection Report – Upload copy of the most recent version, of one of the following;

- Resident State Inspection Report
- FDA Inspection
- NABP VPP Inspection report

FDA approved drugs/products – Upload a list of all drugs/products to include the NDC number. **Do not submit an application for drug/products that have not been issued an NDC number by the FDA.**

Federal DEA Registration - (If distributing controlled substance medications) - Upload a copy

Shipping Invoice – Upload a copy of the Manufacturer invoice that will be used to ship product into Idaho. **The invoice must contain the name and address as indicated on this application**

All of the states the company is licensed – Information **must be entered** into the online application. Do not skip this step.

Owners & Partners - Include address, phone and percentage of ownership for each owner



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Important Reporting Notice: Distribution reports of prescription drugs and/or controlled substance drugs shipped to Idaho practitioners are to be provided per IDAPA 27.01.01.501.03, on a monthly basis, reports can be sent to Ellen.Mitchell@bop.idaho.gov in excel format with the following fields;

- Date of shipment
- Professional license number
- Practitioner last name
- Practitioner first name
- Ship to address
- DEA number
- Drug name
- Drug strength
- Drug form
- Package size
- Total quantity

Reporting Sample

Date of Shipment	Professional License Number	Practitioner Last Name	Practitioner First Name	Ship to Address	DEA Number	Drug Name	Strength	Drug Form	Package Size	Total Quantity
MM/DD/YYYY	W#####	John	Doe	1234 Main St	LL####	M & M	50mg	Tablet	250	3

Changes to Drug Outlet Operations

Per IDAPA 27.01.01.501.02 Reporting Requirements - Individual Information Changes. Changes in employment or changes to information provided on or with the initial or renewal application must be reported to the Board within ten (10) days of the change. (7-1-18)

The Board will accept an email to info@bop.idaho.gov for the ten (10) day notification.

Per Board Policy - All applications regarding employment or changes to information provided on or with the initial or renewal application must be received by the Board within 30 days of the change.

Ownership and/or Address Change

- **Sign into the e-Gov registration with the current User ID & Password, select & complete the applicable on-line application & pay fees** - all fields are required. Blank fields will delay processing
- **Meet all requirements as indicated under the 'New' application section above**

Name Change

See Form – Drug Outlet Name Change Application – [Facilities - Idaho State Board of Pharmacy](#)

Closure

Submit written notice on company letter head to include the name, Idaho license number, and date of closure. Notice can be emailed to info@bop.idaho.gov **See Idaho Code above (IDAPA 27.01.01.230.06 - Permanent Closing.)**