



Idaho State Board of Pharmacy

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Required Documents & Instructions for Idaho In-State Pharmacy Drug Outlets 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;

New Pharmacy

Complete the on-line initial application – all fields are required to be completed. Blank fields will delay processing
Owners & Partners, etc.- Include address & phone and percentage of ownership
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
Owners & Partners etc. - Include address & phone and percentage of ownership
Copy of Federal DEA Registration or application with control number (ie W1111111C)

Name change

See Form – Facility Name Change Application – [Facilities - Idaho State Board of Pharmacy](#)
Owners & Partners, etc. - Include address & phone and percentage of ownership
Screen print copy of Name Change request to the DEA

Address Change

Complete the on-line initial application
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

IDAPA 27.01.01.600 CONTROLLED SUBSTANCES - PDMP.

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