



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

Instructions & Required Documents for Non-Resident PIC Registration Application

Idaho Board of Pharmacy e-Gov User Account

New - Applicants that **have never applied** with the Idaho State Board of Pharmacy review the following: Login Instructions;
https://bop.idaho.gov/wp-content/uploads/sites/99/forms/2019_05_28_Person_Registration_Instructions.pdf

Prior - Applicants that **have applied or have been previously registered** with the Board of Pharmacy prior to 07/01/2018, Send an email to info@bop.idaho.gov for further assistance

Resources

- Idaho Board of Pharmacy Online Application Requirements & forms - see below
- Idaho Law regarding reporting changes to the Board – see below
- Applicable Idaho Code & Rules <https://bop.idaho.gov/pharmacy-code-administrative-rules/>

Idaho Board of Pharmacy Online Application Requirements

1. **Current government issued photo ID** – Upload a legible copy of a driver's license or passport
2. **Resident state license verification** – Upload copy of license verification that indicates an active status, and verification of good standing. If good standing is not indicated on the license verification, submit proof of good standing from resident state licensing agency
3. **Idaho Pharmacy Law Attestation (see attached)** Upload the completed form
4. **Non-Criminal Justice Privacy Statement & Fingerprint Card Options**– Applicants that are required to submit fingerprints, must read the Non-Criminal Justice Privacy Statement.
To review the statement & Fingerprint Card Option, refer to the Fingerprint Cards page on our website:
<https://bop.idaho.gov/fingerprint-cards/>.
5. **Fingerprint Card** - After submitting a completed online application, mail the completed fingerprints to our office to either of the addresses indicated above. Fingerprints must have been taken within 6 months of the date of application.

Idaho Law regarding reporting changes to the Board

According to **IDAPA 27.01.01.501.02 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 of change (03-20-20)T**

Types of Changes that must be reported:

- **Home & Email address change** - Registrants must update via their e-Gov account. The email address provided is how the Board will mainly be contacting registrants/licensees
- **Employment Changes** – Use this link to report changes in Pharmacist in Charge - <https://bop.idaho.gov/facilities/> refer to the Out of State Pharmacy Forms section.



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Idaho Pharmacy Law Attestation Form

I certify under oath that I have carefully read and understand all Idaho laws pertaining to the practice of pharmacy in Chapter 17, Title 54, Idaho Code; Chapter 1, Title 37, Idaho Code; Chapter 27, Title 37, Idaho Code; Chapter 33, Title 37, Idaho Code; and IDAPA 27, Title 01.

Signed Under Penalty of Perjury, this _____ day of _____, 20____.

Applicant Signature

Applicant Printed Name

Subscribed and sworn to before me this _____ day of _____, _____ (Year)

Signature of Notary Public: _____

Notary Public in and for the State of: _____

Residing at: _____

Date Commission expires _____

(NOTARY S E A L)