



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

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.

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](#)

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

Active – Sign in then follow the applicable instructions indicated below to communicate changes to the license

Resources

- Online Application Requirements – see below
- Reporting Requirements- see below
- Applicable Idaho Code & Rules <https://bop.idaho.gov/pharmacy-code-administrative-rules/>

Online Application Requirements

New Pharmacy, Ownership and/or Address Change

- Sign into the e-Gov registration with the current User ID & Password, select & complete the applicable on-line application
- Meet all requirements as indicated below.

Documents to upload and Required Information

- **Owners & Partners, etc.**- Enter this information online. Include address, phone and percentage of ownership
- **Description of Pharmacy Operations** – Upload a detailed explanation
- **Federal DEA Registration application** – Upload copy with control number (ie W1111111C) or address change request.
Tip: When applying for the DEA registration, Enter the word 'Pending' for the Idaho Pharmacy License number & any future date for the expiration date

Name Change or Pharmacy Closure

Use this link; <https://bop.idaho.gov/facilities/> and refer to the **In-State Pharmacies** section. Required documents and instructions to communicate the change will be indicated in the applicable forms.

Reporting Requirements - 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. (03-20-20)T
Contact Person for reporting: Teresa Anderson email Teresa.Anderson@bop.idaho.gov or call 208.334.2356