



Idaho State Board of Pharmacy

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Required Documents & Instructions for Manufacturer Resident & Non-Resident Registration Application

Note: Third Party Logistic companies (3PL) will not be registered and can only ship for Idaho registered manufacturers

Online Application Requirements & Documents for Upload

- **Resident State License** - Not applicable for In-State Idaho facilities
 - Resident state regulatory agencies that do not regulate the facility - Upload a letter from the regulatory agency and/or a copy of the resident state code (laws) indicating there is no oversight of this activity. Provide only the pertinent section of the state code
- **Federal DEA** – (If applicable) The name & address must match the name & address listed on the application
- **FDA Registration**

Facility Inspection Report – Upload one of the following:

- Resident State Inspection Report - Not applicable for In-State Idaho facilities
- FDA Inspection
- NABP Accreditation Certificate (OTC and/or LMD)
- Resident state regulatory agencies that do not regulate the facility - Upload a letter from the regulatory agency and/or a copy of the resident state code (laws) indicating there is no oversight of this activity. Provide only the pertinent section of the state code

FDA Approved Drugs or Products

- **Drug Products** – List of drugs to include NDC number(s). Applications that have not been issued an NDC number by the FDA will not be accepted.
- **Drug Devices** – Upload a list of all FDA approved devices
- **Shipping Invoice** – Upload a copy of the applicant invoice that will be used when shipping product into Idaho. The invoice must contain the Name and Physical address of the applicant as the seller.
- **Other State Licenses** – Enter this information in the online application.
- **Owners & Partners** – Enter this information in the online application to include percentage of ownership for each owner, must total 100%

Reporting Requirements

Distribution reports of prescription and controlled substance medications shipped to Idaho practitioners are to be provided per Idaho Board Rules on a monthly basis, reports can be sent to Ellen.Mitchell@bop.idaho.gov

Refer to the 'Prescriber Sales Reporting Form' available on our website using this link; <https://bop.idaho.gov/facilities/>