



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 Resident & Non-Resident Outsourcing – Limited Service Outlet Registration

Online Application Requirements & Documents for Upload

- **Resident State License** – Upload a copy (Not applicable for In-State Idaho facilities)
 - The name & address must match the name & address listed on the application
- **Resident State Facility Inspection Report** – Upload a copy of one of the following. (Not applicable for In-State Idaho facilities)
 - Resident State Inspection Report
 - NABP Accreditation Certificate
 - FDA inspection
- **Federal DEA** – Upload a copy. (if applicable)
 - The name & address must match the name & address listed on the application
- **503 B FDA Registration** – Upload proof of registration
- **100% Ownership Information** – Enter this information in the online application
- **Pharmacist Requirement**
 - In-State Facilities** – Pharmacist must be associated to the facility using their Idaho Pharmacist License
 - Non-Resident Facilities** – PIC must submit a **Non-Resident PIC Registration application** via e-Gov (unless already actively registered) <https://bop.idaho.gov/pharmacists-student-pharmacist/>
- **Non-Resident PIC** - Upload resident state license

Reporting Requirements

Idaho Board rules require distribution reports of prescription and controlled substance medications shipped to Idaho practitioners be reported 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/>