



# Idaho State Board of Pharmacy

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## INSTRUCTIONS TO OBTAIN A DUPLICATE WALL CERTIFICATE

### Step 1:

1. Email our licensing team at [info@bop.idaho.gov](mailto:info@bop.idaho.gov) requesting a duplicate wall certificate  
The following information must be included in your email;
  - Name of the Pharmacist
  - Idaho Pharmacist License Number

### Step 2:

The Board Licensing Staff will review the request create an invoice and send an email to the Pharmacist asking them to sign into their eGov account and pay the associated Duplicate Wall Certificate Fee. To verify the fee amount reference the Idaho Law Book on our website. Select Idaho Code and Administrative Rules

### Step 3:

1. The Pharmacist must respond the Board Licensing Staff via email once the fee has been paid
2. Upon verification of payment, the Board Licensing Staff will send off for a Duplicate Wall Certificate