



Louisiana Board of Pharmacy

3388 Brentwood Drive
Baton Rouge, Louisiana 70809-1700
Telephone 225.925.6496 ~ Facsimile 225.925.6499
www.pharmacy.la.gov ~ E-mail: info@pharmacy.la.gov



Application for New Louisiana Pharmacy Permit for Nonresident Pharmacy

Notices

- Chapter 11 of the Board's rules enumerates the minimum requirements for pharmacies and prescription departments, and Chapter 23 identifies the additional requirements for nonresident or out-of-state pharmacies. All of our laws and rules may be accessed on our website, at www.pharmacy.la.gov.
- We encourage you to type your entries on the application prior to printing the form. If you choose to print, please do so legibly using blue or black ink. Do not use pencil. Applications completed in pencil, or those with illegible entries, shall be returned to the applicant's designated contact person.
- Please do not re-format the application to accommodate your entries. Applications reformatted from the posted version shall be returned to the applicant's designated contact person.
- Please do not use entries such as "See attached"; an appropriate entry shall be made in each section. Incomplete applications shall be returned to the applicant's designated contact person.
- Blank applications may be copied as needed; please use standard non-colored copy paper. Applications completed or reproduced on thermal or waxy paper or colored paper will not be accepted, and they shall be returned to the applicant's designated contact person.
- We encourage you to review your application and attachments prior to submission to the Board. Our experience shows the most common reason to return an application is for incomplete documents. This will only delay the processing of your application.
- The application shall be submitted to the Board office, at the address noted hereinabove, at least thirty (30) days prior to the anticipated opening date of the new pharmacy or the ownership transfer; however, since CBC reports (see below) may take 6-8 weeks, applicants may wish to submit applications sooner.
- Upon receipt of your properly completed application, we will forward criminal background check (CBC) materials to the pharmacist-in-charge, as well as any owner(s) identified as holding 20% or more share of the business. We must review the CBC reports from the La. State Police and FBI before issuing the permit; our historical experience for CBC report production and transmission to the Board is 6-8 weeks.
- Your application and fee will be valid for up to one year after the date of its receipt at the Board office. If the permit has not been issued by that date, the application shall be voided and all fees attached thereto shall be forfeited.
- Pharmacy permits expire at midnight on December 31 of every calendar year, regardless of the date of issue. Pharmacies may not operate with expired permits.
- The pharmacist-in-charge (PIC) of a Louisiana pharmacy permit shall possess an active Louisiana pharmacist license as well as an unrestricted Louisiana PIC privilege. An application received without the Louisiana pharmacist license number of the PIC shall be returned.

- For those pharmacies engaging in the compounding of medications, you should be aware the Louisiana Board of Pharmacy requires compliance with current federal standards applicable to all compounding activities (USP Chapter 797 for sterile preparations and USP Chapter 795 for non-sterile preparations). Pharmacies electing to engage in such activities for the benefit of Louisiana residents shall demonstrate their compliance with current federal standards by the attachment of appropriate documentation to their application. The Louisiana Board of Pharmacy utilizes the Universal Inspection Form (NABP) for its inspections of in-state compounding pharmacies. If the inspection form offered by the nonresident pharmacy is not of equal or greater level of detail for the documentation of compliance with federal standards, the Board may not accept it, which would result in an incomplete application. In that event, the pharmacy will need to obtain an inspection from the resident board of pharmacy using the universal (or similar) form, or in the alternative, from a third party approved by the Board (National Association of Boards of Pharmacy [NABP] or Accreditation Commission for Health Care [ACHC]).
- The renewal of a pharmacy permit requires evidence of a contemporary satisfactory inspection, the documentation of which shall be dated less than two years prior to the date the renewal application is received in the Board office.



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Note: This application form shall be valid for up to one year after the date of its receipt in the Board office. In the event the permit is not issued by that date, the application shall become null and void and any fees attached hereto shall be forfeited. The permit application fee is **\$175**; we accept checks or money orders drawn on any bank located within the U.S. that are payable in US dollars to the Louisiana Board of Pharmacy.

Section 1 – Reason for Application & Special Classifications

- New Permit Anticipated Date of Opening / Transfer: _____
- Transfer of Ownership of Existing Permit → Please enter current permit number: _____

Please indicate if applicable: Nuclear Pharmacy Correctional Center Pharmacy Compounding Pharmacy

Section 2 – Permit Owner Information

Legal Name of Permit Owner: _____

Type of Organization: Individual Partnership Corporation Limited Liability Corporation (LLC) Government

Physical Address: _____

City, State, ZIP: _____

Telephone: _____ Facsimile: _____ Email: _____

Mailing Address: _____

City, State, ZIP: _____

FEIN: _____ *Attach a copy of either the IRS assignment letter or a signed W-9 form.*

Has this person or firm ever been denied a pharmacy permit in any jurisdiction? Yes No

Does this firm currently own any other pharmacy? Yes No

If the owner identified here owns any other pharmacy in any state, please attach an itemized listing of all such pharmacies. For each such pharmacy listed, please provide the name and physical address of the pharmacy, the permit number of that pharmacy, and whether or not that pharmacy has ever been sanctioned or disciplined by any state board of pharmacy or by any local, state, or federal government agency or by any local, state, or federal court. In the event of any sanction or discipline, or a denial of an application for a pharmacy permit in any jurisdiction please provide a copy of the board, agency, or court decision document.

Section 3 – Applicant’s Designated Contact Person

Name: _____

Company: _____

Address: _____

City, State, ZIP: _____

Telephone: _____ Facsimile: _____ Email: _____

For Board Use Only:

Check No.: _____ Permit No.: _____

Amount: _____ Issued: _____

Section 4 – Individual Ownership Information

Identify and account for 100% of the ownership of the legal entity identified in Section 2 above. For each **person** so identified, please attach documentation of the following: (1) full legal name, (2) date of birth, (3) Social Security Number, (4) mailing address, (5) telephone number, and (6) percentage of ownership or fraction thereof. Further, in the event any owner holds, or has ever held, a professional license or other credential issued by any state government agency, please provide a legible copy of the credential [or website verification thereof], and indicate whether or not the credential has ever been sanctioned or disciplined by any state licensing agency, or by any local, state, or federal government agency, or by any local, state, or federal court. In the event of any sanction or discipline, or if an application for such a credential has ever been denied in any jurisdiction, please provide a copy of the board, agency, or court decision document. Finally, please alert any such person holding 20% or more ownership interest to expect a request and appropriate materials for a criminal background check from this office. We are unable to accept or rely on similar checks performed by other entities. For each **organization** so identified, please attach documentation of the following: (1) full legal name, (2) Federal Employer Identification Number, (3) mailing address, (4) telephone number, (5) percentage of ownership or fraction thereof, and (6) an accounting of 100% of the ownership of the organization.

Section 5 – Pharmacy Information

Trade Name [d/b/a]: _____

Physical Address: _____

City, State, ZIP: _____

Telephone: _____ Facsimile: _____ Email: _____
** May be used for official communications. **

Mailing Address: _____

City, State, ZIP: _____

Toll-free Telephone Number: _____ *This number must appear on all prescription labels for Louisiana citizens.*

Resident State Pharmacy Permit No.: _____ Expiration Date: _____

Federal DEA Registration No.: _____ Expiration Date: _____

National Provider Identifier (NPI) No.: _____ NABP e-Profile No.: _____

Medicare Provider No.: _____ Date of last inspection: _____

Louisiana Medicaid Provider No.: _____ *Attach copy of this inspection report.*

Has this pharmacy ever been the subject of any sanction or disciplinary action by any other state licensing agency, or by any other local, state, or federal government agency, or by any local, state, or federal law enforcement agency, or by any other local, state, or federal court?

Yes No

In the event of an affirmative reply to this question, two attachments are required: (1) a letter of explanation, and (2) certified copies of the final decision document. Failure to disclose this information may result in the denial of the application and the refusal to issue the permit – or if already issued, the suspension or revocation of the permit.

Section 6 – Special Services for Louisiana Residents

Has this pharmacy already dispensed any prescription medications or devices to Louisiana residents? No Yes*

Will this pharmacy perform any non-sterile compounding services for Louisiana residents? No Yes**

Will this pharmacy perform any sterile compounding services for Louisiana residents? No Yes**

Will this pharmacy utilize an Automated Medication System (AMS) within Louisiana? No Yes

Will this pharmacy dispense or distribute any prescription medical devices to Louisiana residents? No Yes

Will this pharmacy dispense or distribute any medical gases to Louisiana residents? No Yes

** Please attach a detailed accounting for such prescriptions (transaction register is acceptable).*

*** Please attach evidence of compliance with current federal standards as described in the United States Pharmacopoeia (USP). See accompanying notices for further information on inspection documentation requirement.*

Section 7 – Delegation of Authority

The President, Secretary, or Chief Executive Officer shall execute a corporate resolution specifying the authority for the Pharmacist-in-Charge to execute this application for the initial issuance of the pharmacy permit as well as all subsequent applications for the renewal or reinstatement of the pharmacy permit. A copy of that resolution shall be included in the application package.

Section 8 – Pharmacist-in-Charge (PIC)

No person may accept an appointment as the PIC of a Louisiana pharmacy permit until the Board has received his properly executed Affidavit of Acknowledgment and Acceptance of Responsibility of Pharmacist-in-Charge, a blank copy of which is accessible on the Board's website.

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Telephone: _____ Facsimile: _____ Email: _____

Resident State Pharmacist License No.: _____ Louisiana PST License No.: _____

Do you currently serve as the PIC of any other Louisiana pharmacy permit? No Yes [Permit No. PHY. _____]

La. R.S. 37:1216 authorizes the Board to conduct a criminal history record check on applicants for any credential issued by the Board as a condition for the issuance of that credential. La. R.S. 44:9 authorizes the Board to access and use records that have been expunged. Upon receipt of this properly completed application, the Board will provide the Pharmacist-in-Charge with materials necessary to perform a criminal history record check with the Louisiana State Police and the Federal Bureau of Investigation. Previous reports generated for or by another agency cannot be accepted to satisfy this requirement. Your failure to disclose any prior disciplinary or criminal history – even if expunged – may result in the denial of this application and the refusal to issue the permit, or if already issued the suspension or revocation of the permit.

1. Yes No Have you **ever** been issued any of the following:
 - A citation or summons, *and/or*
 - Has/have warrant(s) been issued against you, *and/or*
 - Have you been arrested, charged, arraigned, indicted, convicted, *and/or*
 - Pled guilty / "no contest" / nolo contendere / "best interest" or any similar plea, *and/or*
 - Been sentenced or pardoned,for any criminal offense, including all misdemeanors and felonies, in any local, state, or federal jurisdiction?

Even though an arrest or conviction has been dismissed, deferred, diverted, expunged, or pardoned, and even if your civil rights have been restored, you must answer "Yes" and mail certified copies of the decision documents along with your personal letter of explanation.

 - Traffic violations such as speeding or parking tickets do not need to be reported; however,
 - DUI or DWI events must be reported, regardless of final disposition.

2. Yes No Have you had a professional license as a pharmacist or any other health care provider denied, suspended, revoked, or otherwise sanctioned or restricted or limited, including voluntary surrender of license, including restrictions associated with participation in confidential alternatives to disciplinary programs, *and/or* Do you now have any disciplinary action pending against you by any state licensing agency – other than the Louisiana Board of Pharmacy?

In the event of an affirmative reply to this question, please provide your personal letter of explanation as well as certified copies of all related documents from the agency.

3. Yes No Have you been named as a defendant in a civil/malpractice case relating to your practice of pharmacy? *and/or* Has a medical review panel opinion been rendered relating to your practice of pharmacy? *and/or* Have you been reported to the National Practitioner Data Bank (NPDB)? *and/or* Have your clinical privileges been limited, restricted, suspended, or revoked?

In the event of an affirmative reply to this question, please provide your personal letter of explanation as well as a copy of the malpractice suit or medical opinion or report from the NPDB.

4. Yes No Have you been diagnosed with, do you have, or have you had a medical, physical, mental, emotional, or psychiatric condition that might affect your ability to safely practice as a pharmacist?

In the event of an affirmative reply to this question, please provide your personal letter of explanation as well as copies of any and all treatment records and discharge summaries, as well as written statement(s) sent directly from treating physician(s) addressing current ability to safely practice pharmacy.

5. Yes No Have you ever had a problem with, been diagnosed as dependent upon, or been treated for mood-altering substances, drugs, or alcohol?

In the event of an affirmative reply to this question, please provide your personal letter of explanation as well as copies of any and all treatment records and discharge summaries, as well as written statement(s) sent directly from treating physician(s) addressing current ability to safely practice pharmacy.

Section 9 – Required Attachments

Please verify the presence of the required attachments:

- All Pharmacies
 - (1) IRS document from Section 2.
 - (2) Ownership information from Section 4.
 - (3) Pharmacy disciplinary information from Section 5.
 - (4) Compliance documentation for special services in Section 6.
 - (5) Corporate resolution for PIC in Section 7.
 - (6) Documents required from PIC in Section 8.

- Ownership Transfers

By the attached letter, the owner of the existing pharmacy permit shall confirm the pending sale to the applicant as well as the anticipated transfer date recorded in Section 1. The new owner shall confirm the sale with a copy of the Bill of Sale or similar legal document.

Section 10 – Attestations

By their signature below, the Pharmacist-in-Charge (PIC) attests their knowledge and agreement with the following statements:

I understand and agree that no person shall open, establish, operate, or maintain a pharmacy or dispense prescriptions to Louisiana residents unless the pharmacy is issued a permit by the Board.

I understand and agree that no permit to operate a pharmacy shall be granted or renewed unless evidence satisfactory to the Board ensures that a pharmacist will be on duty during normal business hours.

I understand and agree that the parties executing this application may be required to personally appear before the Board prior to any decision on the permit application.

I understand and agree that no person shall carry on, conduct, or transact business under a name which contains a part thereof the words “pharmacist”, “pharmacy”, “apothecary”, “apothecary shop”, “chemist’s shop”, “drug store”, “druggist”, “drugs”, or any word or words of similar or like import, or in any manner by advertisement, circular, poster, sign, or otherwise describe or refer to a place of business by the terms of “pharmacy”, “apothecary”, “apothecary shop”, “chemist’s shop”, “drug store”, “drugs”, or any word or words of similar or like import, unless the place of business is validly permitted by the Board.

I understand and agree a prescription issued solely on the results of answers to an electronic questionnaire, in the absence of a documented patient evaluation including a physical examination by the prescriber, is issued outside the context of a valid physician-patient relationship, and is not a valid prescription, and further, that a pharmacist who dispenses prescription drugs in violation of Section 2515 of the Board’s rules is not acting in the best interest of the patient and is dispensing outside the course of the professional practice of pharmacy.

I understand and agree that a permit to operate a pharmacy shall not be transferable to a new owner.

I understand and agree that this pharmacy shall be operated in compliance with the Louisiana Pharmacy Practice Act (La. R.S. 37:1161 to 1250) and the professional and occupational standards found in Part LIII of Title 46 of the Louisiana Administrative Code, as well as all other federal and state laws and rules that may be applicable to the scope of services rendered to Louisiana residents at this pharmacy.

<hr style="width: 80%; margin: 0 auto;"/> Printed Name of Pharmacist-in-Charge	<hr style="width: 80%; margin: 0 auto;"/> Signature of Pharmacist-in-Charge
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