



NYS BOARD OF PHARMACY, 89 WASHINGTON AVENUE, 2ND FLOOR WEST, ALBANY, NY 12234
LAWRENCE H. MOKHIBER, EXECUTIVE SECRETARY
Tel. 518-474-3817, ext. 130; Fax: 518-473-6995; Email: pharmbd@mail.nysed.gov
www.op.nysed.gov

No Fee
Required

CHANGE OF LOCATION


Dear Non-resident Registrant:

Enclosed is an application for a ***Change of Location*** of a non-resident pharmacy or non-resident manufacturer, wholesaler or repacker that ships, mails, delivers, provides samples or invoices from this location into New York State. The application is self-explanatory. All non-resident pharmacies, manufacturers, wholesalers and repackers doing business in New York State **MUST BE REGISTERED**.

The burden of submitting a properly completed application rests with the applicant. **Incomplete applications cannot be processed. They will be returned to you for completion. All required documents must be submitted with the application. Do not send separately.**

There is **no** fee required with this application.

Applications will be processed in the order in which they are received. In the interest of fairness, we cannot deviate from this policy. Please retain at least one copy of all forms and documents submitted by the applicant and/or the contact person.

Items to Submit for Change of Location of a	
Non-Resident Pharmacy	Non-Resident Wholesaler/Manufacturer/Repacker
1. Completed Application form (4 pages). Notarized signature is required on Page 4.	1. Completed Application form (4 pages). Notarized signature is required on Page 4.
2. Letter of Certification/Verification of License/Permit/Registration with <i>new address</i> in your RESIDENT State with Official Seal must be provided.	2. Letter of Certification/Verification of License/Permit/Registration with <i>new address</i> in your RESIDENT State with Official Seal must be provided.
3. Sample Rx label that includes toll-free phone number must be attached to page 2.	3. Copy of your current license/permit from your home state.
4. Copy of your current license/permit from your home state.	
See other side for information on establishments that are required to register.	

Enclosures: Application Form
Verification Form



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DO YOU NEED TO REGISTER?

- Manufacturers, repackers, or wholesalers must register to do business in New York State if they are selling, shipping, mailing, providing samples of, delivering or distributing prescription drugs or devices into New York State. This would be drugs and devices that indicate "**Rx Only**" or "**Federal Law prohibits dispensing without a prescription.**" Registration is also required of manufacturers, repackers, or wholesalers that invoice into New York State.
- The sale of catheters or other devices that have a caution label "**Federal Law prohibits dispensing without an order**" is an indication of a non-prescription device.
Example: A catheter is **not** a prescription device.
A contraceptive diaphragm **is** a prescription device.
- New York State Department of Health Regulations require needles and syringes to be dispensed as prescription devices in New York State. You may reference Department of Health Regulation 80 for pertinent information.
- **A wholesaler may not sell or distribute needles and syringes to an individual person in New York State. This is dispensing and requires an individual prescription.**

ESTABLISHMENTS PERFORMING *ISOLATED* TRANSACTIONS DO NOT HAVE TO REGISTER

As defined in the Regulations governing New York State Non-Resident Pharmacy and Wholesaler registrations, establishments that meet the criteria of an "isolated transaction" are NOT REQUIRED TO REGISTER.

Isolated transaction means for pharmacies, 600 or fewer prescriptions per calendar year for drugs and/or other devices delivered into New York State, and for manufacturers and wholesalers, sales that total less than \$10,000 in value, at wholesale per calendar year, for drugs and/or devices delivered into New York State, except that upon application by a nonresident establishment, the department may deem a transaction to be an isolated transaction, when such transaction is necessary to protect the public health by addressing a temporary emergency shortage of a prescription drug and/or device in New York State.