



NEW YORK STATE BOARD OF PHARMACY

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The application to register a non-resident pharmacy in New York State is self-explanatory. All non-resident pharmacies doing business in New York State **MUST BE REGISTERED** with the New York State Board of Pharmacy.

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.**

If you want the New York State Department of State to act as your resident agent, you must file for Authority to do Business in New York. They can be reached at 518-473-2492 or visit their website for information, instructions and forms www.dos.state.ny.us/corp/corpwww.html.

Applications are processed in the order in which they are received. In the interest of fairness, we cannot deviate from this policy. Submit your completed application at least eight (8) weeks prior to your anticipated registration date. Retain at least one copy of all forms and documents submitted.

Items to Submit for Registration of a Non-Resident Pharmacy

1. Completed Application form (4 pages). Notarized signature is required on Page 4.
2. If your corporation is using the NYS Secretary of State as registered agent, include a copy of the Official Filing Receipt for Authority to do Business in New York (question 11).
3. Letter of Certification/Verification of License/Permit/Registration in your RESIDENT State with Official Seal must be provided.
4. Application fee of \$345. **ONE** individual check per pharmacy is required. No fee is needed for change of location.
5. Sample prescription label that includes the full corporate name, address and toll-free phone number must be attached to page 2.
6. For Transfer of Ownership, a Seller's Certificate or Bill of Sale is required.
7. Copy of your current license/permit from your home state.
8. The pharmacy owner and supervising pharmacist (pharmacist in charge) must submit a signed letter acknowledging that New York State does not allow "compounding for office use" and that compounded products will be prepared and dispensed pursuant to patient-specific prescriptions. NOTE: New York State has never accepted the routine compounding of bulk preparations "for office use" within the definition of the practice of pharmacy; rather, we consider this to be the act of manufacturing.

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.