

STATE OF NEW HAMPSHIRE
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF HEALTH PROFESSIONS

OPLC

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BOARD OF PHARMACY

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Board of Pharmacy

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June 26, 2018

Board Notice – License Renewals

- Renewal notices for the below license types were emailed on May 8, 2018. If your company did not receive a renewal notice by email, please check with your company's contact person who is the responsible person for the actions of the permit itself. That person should have received it by email. If not please contact our office at (603) 271-2350.
 - Prescription Drug/Device Manufacturers/Wholesalers/Distributors
 - Limited Retail Drug Distributors:
 - Medical Gases/Prescription Devices
 - Bulk Sterile / Non-Sterile Compounders / 503B License
- If your renewal was submitted through our online portal and you have paid and have a receipt showing proof of payment, and you have not received a permit by July 1st please note: **You can still ship into New Hampshire as long as you can show proof of that payment and submission.**

However, if you have not submitted your renewal through our online portal, and it is passed the June 30th deadline, **YOU CANNOT SHIP INTO NEW HAMPSHIRE.** The process would then be,

1. Print an Initial Application for your license type from our website at <https://www.oplc.nh.gov/pharmacy/licensing.htm> - and submit a completed application;
2. Submit all of the required documents noted on the application, along with your check payable to 'Treasurer, State of NH' for the licensing fee; and
3. Submit a Cover Letter, providing:
 - a. Your license number,
 - b. Why you did not renew on time,
 - c. Detail if you have shipped into New Hampshire since your license lapsed or not.
 - i. If you have shipped into New Hampshire, also include in letter:
 1. Who you shipped to;
 2. Quantity of shipped items;
 3. Title of product;
 4. Dates of shipments

Thank you!