

In-State Renewal Notice for 2019

The facility's in-state license is due to expire on December 31, 2018. Please complete the renewal process no later than December 15, 2018 by going to <http://nhlicenses.nh.gov>. Here you will create an account for a Business. You will need your license number and your registration code **that was emailed** to complete this process. Please have the person "**responsible for the actions of the permit**" complete the online renewal.

2019 RENEWAL INSTRUCTIONS: **Payments accepted using MasterCard or Visa only.** If you do not have one, a local store will have a pre-paid credit card (NOT gift card) that you can purchase and pay for your renewal. That is the only option as we have moved to online renewals only. You cannot use an IPAD/IPHONE to renew.

1. The renewal fee is \$250.00
2. The person responsible for the "actions of the permit" is required to complete the renewal. **A Third Party person/entity is not authorized to complete the renewal for any reason.**
3. Once you log in, if you do not see your licensure information appear at the bottom of the page, go back and create a new user name and password. If something was transposed when creating a new account then it will not connect the user name to the license information.
4. **All documentation to be uploaded during renewal has to be a PDF or Word document.**
5. Do not email documentation to Board staff.
6. List of Documents needed to be uploaded during renewal:
 - a. Copy of DEA
 - b. Copy of Controlled Drug Substance Permit
 - c. Copy of Combat Methamphetamine Permit
 - d. Please submit the Name and Email and phone number for the district manager and manager above the district manager/owner.
 - e. Submit a current list of who has security access to the prescription department (key/alarm-code holders), including name, title, license number, and hours working per week.
6. All PIC's are required to have the pharmacy permit, renewed and hanging in the pharmacy no later than December 31, 2018 at midnight.
7. Upload the document listing all current employees for your pharmacy, please separate by following;
 - a. Title; Pharmacist, Technicians, Store Managers, etc
 - b. Name
 - c. License/Registration Number
 - d. Hours working there per week
8. Once the renewal payment has been processed, you will not be able to log back in to make any changes.
9. Once the renewal has been submitted, please allow 7-14 days to receive the renewed permit back to you via email. With this database, we do not have paper permits any longer.