

## PROCESS FOR OUT OF STATE FACILITIES HAVING A CHANGE OF ADDRESS

1. Notify the New Hampshire Board of Pharmacy 30 days in advance of your facility address change. To do this, complete steps #2 - 3 below.
2. Go to [www.oplc.nh.gov/pharmacy](http://www.oplc.nh.gov/pharmacy) and select licensing on the right side, then select 'Report License Update Changes to the Board' at the top, and then select the appropriate form.
3. When completing the form, be certain to include the actual effective date of the change and make sure you attach a copy of your updated home state permit **or** a detailed explanation of why the permit is not available/required.
4. We will process your request/change on the effective date and we will provide an updated permit. This permit will have 'Transition Permit' along with the effective date of the move and an additional 14 days grace period in the bottom left hand side.
5. Once the company completes the move, they will need to contact our office to receive a final permit. At this time an updated home state permit will need to be provided if it has not been provided yet.
6. If the move takes longer than expected, the company must contact our office by email at [pharmacy.licensing@oplc.nh.gov](mailto:pharmacy.licensing@oplc.nh.gov) and request additional time with the 'Transition Permit'. They will also need to provide their permit number in the subject line, and company name and original address in the email.
7. Once a request for additional time is received, we will correct the permit to include additional time and resend it to the company contact email on file.
8. A company may not have a permit in transition longer than 2 months total from the effective date of the change.