Non-Resident / Mail-Order Pharmacies – Reporting Changes to Board

"Mail-order pharmacy" means a pharmacy that is located in a state of the United States, other than this state, whose primary business is to dispense a prescription drug or device under a prescription drug order and to deliver the drug or device to a patient, including a patient in this state, by the United States mail, a common carrier, or a delivery service. Mail-order pharmacies include, but are not limited to, pharmacies that do business via the Internet or other electronic media.

**Ph 904.01 Reporting Changes.**

(a) The mail-order pharmacy to which a registration has been issued shall within 30-days of any change of information supplied in the original application, notify the board.

(b) The notice required pursuant to (a) above shall contain:

(1) Current New Hampshire registration number of the pharmacy;

(2) Name of the pharmacy, old and new, if applicable;

(3) Address of the pharmacy, old and new, if applicable;

(4) Name of the pharmacist-in-charge, old and new, if applicable; and

(5) Name(s), addresses and titles, of new corporate officers, or partners, or owners.

(c) A new registration shall be required for a change of ownership of an established pharmacy to a successor business entity which results in a change in the *controlling interest in the pharmacy.*

* From the Parent level down requires a new application.

* From the grandparent level and up, send in a letter on company letterhead, dated and signed, including license number of the facility, providing all details of the changes.

In order to make the above mentioned changes, please go to [www.oplc.nh.gov/pharmacy](http://www.oplc.nh.gov/pharmacy) then on the Right hand side select Licensing, then select “Report License Changes to the Board” and follow the instructions on the form itself.

**Adding Authorization to Ship Controlled Substances into New Hampshire**

If a company who already has a license in New Hampshire would like to have additional authorization to begin dispensing controls into New Hampshire; submit a new application, which notes your current NH license #, along with all of the supporting documentation for the application, except the fee.