



State of New Hampshire
Office of Professional Licensure & Certification

7 Eagle Square, Concord NH 03301
Phone: 603-271-2152

Renewal Checklist

Professional Board: Board of Pharmacy (In-State)

Please use this checklist to prepare for your online renewal. Required items not submitted may cause delays in renewal of a license.

Required Information

- **Copy of the Facility's Current DEA Certificate**
 - Only required if the facility is shipping controlled substances
- **Current List of All Staff, Including Staff with Security Access**
 - Provide name, title, license number (if applicable), and scheduled hours worked/week
- **Contact Information – For Sending License Certificate**
 - Name, email address, phone number
 - District Manager, and
 - Owner, Operator, or Designated Representative
- **Response to Questions:**
 - Please read each question carefully.
 - If you answered "Yes" to questions #1 thru #5, must upload a detailed explanation and any applicable documentation of discipline.
- **Licensing Fee: \$500.00**
 - Forms of payment accepted: MasterCard, VISA, AMEX and Discover.

For more information visit:

<https://www.oplc.nh.gov/board-pharmacy-laws-and-rules>