

Board of Pharmacy
301 South Park
P.O. Box 200513
Helena, MT 59620-0513
(406) 444-6880
dlibsdpaha@mt.gov

RENEWAL APPLICATION

License No.

Check for New Email

Name

Address

City

State

Zip Code

Your **MONTANA INSTITUTIONAL PHARMACY** license will expire on November 30, 2018.

IMPORTANT FEE NOTICE: For the 2018/2019 renewal cycle, there are **NO (zero, \$0) renewal fees for facilities, individuals, and endorsements. If a renewal is submitted after the official renewal cycle deadline of 11/30/18, the full renewal fee, late fee, and all endorsement fees, will apply. **You must still submit the renewal paperwork electronically or by mail for your license to be renewed.** This fee abatement applies to this renewal cycle only.**

Please check the following licenses you wish to renew:

- Institutional Pharmacy \$0.00 (if postmarked after November 30, \$300.00)
- Dangerous Drug Dispenser \$0.00 (if postmarked after November 30, \$150.00)
- Technician Utilization Plan \$0.00 (if postmarked after November 30, \$150.00)

TO RENEW ONLINE GO TO: <https://ebiz.mt.gov/pol> OR:

- 1) Complete the renewal application.
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Submit the renewal form with zero payment if submitted by November 30.
- 4) Renewals with a U.S. Postal Service postmark after November 30 will be assessed a 100% late fee and must pay the amount as listed above. Make payable to the Board of Pharmacy. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
- 5) Pharmacist-In-Charge (PIC) must sign the completed renewal application.
- 6) Return the completed renewal form and zero fee to the Board office postmarked by November 30.
- 7) A renewal returned to a licensee for any reason must be re-postmarked by November 30 to avoid paying the late fee.
- 8) Please contact the Board office for address or name changes.

This business may not operate in Montana after November 30 until this license has been renewed. All licenses must be posted in a conspicuous place in the pharmacy for which it is issued. Incomplete or unsigned renewal applications will not be processed and will be returned.

IDENTIFICATION OF PHARMACIST/PERSON-IN-CHARGE

It is required by 24.174.801(1)(b) ARM, 24.174.1003(1) ARM, or 24.174.1202(1)(c) ARM that a business identify the pharmacist/person-in-charge

YES NO Has the Pharmacist/Person-in-Charge changed since the last renewal?

If YES, you may not renew this license until the Pharmacist/Person-in-Charge is correct. Please contact the Board office at 406-841-2356 or 406-841-2300 to update this information. You may continue to renew the license once this information is correct.

YES NO HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?

If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

PIC Signature: _____ Date: _____

Please Print Name: _____ Phone # _____