



OFFICE OF PROFESSIONAL REGULATION

VERMONT SECRETARY OF STATE

89 Main Street, 3rd Floor, Montpelier, VT 05620
802-828-1505 | sos.vermont.gov/opr

503B Outsourcer Renewal Instructions

Renewal applications open six weeks before the expiration date and are submitted through the [Online Services System](#).

Expiration dates are printed on your license and available on the [Find a Professional](#) webpage.

Courtesy email reminders are sent to the email on file once the renewal is open. Late renewals are subject to penalties. Questions on renewals can be sent to sos.renewalclerk@vermont.gov. Please allow 3-5 business days for processing.

Steps to renew

To renew, you will need to complete the following prior to your expiration date.

- ▶ Submit an online renewal application and pay the non-refundable renewal fee. Renewal applications are found within the online services system. The attestation and signature section of the renewal application must be completed by an owner, partner or corporate officer of the entity.
- ▶ Upload an inspection not older than 3 years from the date you submit your renewal.
- Upload information about FDA inspections, and actions issued, to your facility within the 3 years preceding the date of your application. Documents cannot be redacted and must be marked confidential.
- Acknowledgement of whether the entity has been subject to a recall of its products within the past 2 years.