



**Secretary of State  
Office of Professional Regulation**

**PHARMACY  
Application Instructions for Nuclear Radiologic Pharmacy**

1. Complete online application and pay the licensing fee (nonrefundable processing fees). Note: All signatures required on the application must be those of an Owner, a Partner, or Corporate Officer.
2. List(s) of the names of all owners owning 5% or more of the corporation. Each owner listed will need to complete an Affirmation form. Note: Changes in ownership require submittal of a new application.
3. Provide a flow chart showing ownership. If an actual flow chart is not available, a description of the ownership or hierarchy of the organization is acceptable
4. Verification of licensure sent directly from the state the facility is located. Contact your state's Board of Pharmacy or applicable licensing authority and request that a verification of good standing be sent directly to Vermont. If the state does not license this type of drug outlet, submit a statement from the State's Board of Pharmacy.
6. Affirmation Forms completed by the sole proprietor, all members, all partners, or corporate officers and directors, and the pharmacist-manager. Questions must be answered and your signature must be notarized.
7. Upload statement of Pharmacist in Charge.
8. Submit Inspection. All entities must submit proof (i.e. full inspection report) that they have successfully passed and have maintained a current inspection certification (not more than three years old) by the Pharmacy Board in the state in which they reside. An NABP, VPP or FDA inspection may be submitted.
9. Provide information about FDA inspections of, and actions issued to, your facility within the past 5 years:
10. Provide DEA registration information, if controlled substances will be shipped into Vermont.
11. Provide a copy of a product label with toll free number used on each contained shipped to Vermont customers.
12. Acknowledgement of whether the applicant/nuclear pharmacy was subject to recall of its products within the past 2 years.
13. Submit a copy of current business registration as filed with the Vermont Secretary of State, Corporations Division. 802-828-2386.

**NOTE:** Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.

