



**Secretary of State
Office of Professional Regulation**

PHARMACY
Application Instructions for Third Party Logistics Provider

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. Current unique facility identifier used for FDA reporting requirements.
3. 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.
4. 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. Upload completed and notarized affirmation forms for each owner.
5. If the entity is licensed in another state, 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. Submit a list of applicants 3PL's trading partners.
7. Submit Inspection from the Pharmacy Board in the state in which they reside. An inspection by the FDA or an NABP VAWD Certificate may also be submitted. If the state does not inspect the type of drug outlet, submit a statement from the State's Board of Pharmacy.
8. Provide DEA registration information, if controlled substances will be shipped into Vermont.
9. 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.