



OFFICE OF PROFESSIONAL REGULATION

VERMONT SECRETARY OF STATE

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802-828-1505 | [sos.vermont.gov/opr](http://sos.vermont.gov/opr)

# Pharmacy Change in Contact Person Instructions

**Official documentation must be uploaded into the online account. Questions can be sent by email to [SOS.OPRLicensing2@vermont.gov](mailto:SOS.OPRLicensing2@vermont.gov). Application updates will be sent to the email address on file. Please allow 3-5 business days for processing.**

- Complete the Statement of Contact Person form
- New Contact Person must also complete an affirmation form. Affirmation must be signed and notarized.
- Upload both completed forms into your online account using the update feature in your online portal.