



**Government of the District of Columbia
Department of Health
Health Regulation and Licensing Administration**



NON-RESIDENT RENEWAL CHECKLIST

1. Pharmacist in charge's (PIC) copy of license
2. Copy of Pharmacy License and copy Certificate of Occupancy (if required by state)
3. Most recent pharmacy inspection report (since last renewal)
4. Name of DC Resident Agent located within the District of Columbia designated to receive service of process (visit www.registered-agent-listings.com for a list of DC resident agents)
5. Copy of Non-Resident controlled substance license from home state.
6. Copy of U.S. Drug Enforcement Administration (if applying for controlled substance license).
7. License fee of \$900 for Pharmacy application
8. Application for Controlled Substances license (if applicable) and fee of \$130
9. Computer generated prescription Label
10. Does the pharmacy provide compounding as a service for their customers?(yes/no)