

## Checklist of Required Supporting Documents

To expedite the processing of your NEW LICENSE APPLICATION be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

### EXAMINATION - RECENT

#### GRADUATE

- A complete signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Document (Marriage Certificate, Divorce Decree, Court Order) if applicable.
- Certificate of Graduation or Official Transcript – Recent College Graduates Only. If school does not provide Certificate of Graduation, it is mandatory that applicant provides the Education and Training Supplemental Form.
- Education and Training Supplemental Form
- Criminal Background Check (FBI and State) effective January 3, 2011)
- Check, Money Order or Certified Check payable to **DC Treasurer** for \$280.00

#### RE-EXAM

- A complete signed application for DC License.
- Name Change Document (Marriage Certificate, Divorce Decree, Court Order) if applicable.
- Check, Money Order or Certified Check payable to **DC Treasurer** for \$85

### SCORE TRANSFER

- A complete signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Document (Marriage Certificate, Divorce Decree, Court Order) if applicable.
- Criminal Background Check (FBI and State) effective January 3, 2011)
- Check, Money Order or Certified Check payable to **DC Treasurer** for \$280.00

### RECIPROCITY

- A complete signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Document (Marriage Certificate, Divorce Decree, Court Order) if applicable.
- NABP Licensure Transfer Form (Letter of Good Standing)
- Check, Money Order or Certified Criminal Background Check MorphoTrust USA (Effective January 3, 2011)
- Check, Money Order or Certified Check payable to **DC Treasurer** for \$280.00

### RECIPROCITY BY WAIVER OF

#### LICENSURE TRANSFER

- Applicant previously licensed in the District of Columbia and expiration date is past 5 years.
- A complete signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Document (Marriage Certificate, Divorce Decree, Court Order) if applicable.
- Verification of current license from another state Board of Pharmacy
- Criminal Background Check (FBI and State) effective January 3, 2011)
- \$280 Payment in a form of a Check, Money Order or Certified

PHARMACIST RECIPROCITY-  
VAC

- A complete signed application for DC License.
- Two (2) recent passport photos (2” X 2”)
- Social Security Number or a Sworn Affidavit
- Name Change Document (Marriage Certificate, Divorce Decree, Court Order) if applicable.
- NABP Licensure Transfer Form (Letter of Good Standing)
- CPR for Healthcare Professional Certification
- Proof of successful completion of a ACPE certification course approved by the Board of Pharmacy.
- Criminal Background Check (FBI and State) effective January 3, 2011)
- Check, Money Order or Certified Check payable to **DC Treasurer** for \$330.00

PHARMACIST- ADD VAC ONLY TO AN  
EXISTING DC LICENSE

- A complete signed application for DC License.
- Two (2) recent passport photos (2” X 2”)
- Social Security Number or a Sworn Affidavit
- Name Change Document (Marriage Certificate, Divorce Decree, Court Order) if applicable.
- Copy of current DC License
- CPR for Healthcare Professional Certification
- Proof of successful completion of a ACPE certification course approved by the Board of Pharmacy.
- Check, Money Order or Certified Check payable to **DC Treasurer** for \$50

REGISTERED PHARMACY INTERN  
FOREIGN OR U.S. STUDENT  
APPLICANT

- A complete signed application for DC License.
- Two (2) recent passport photos (2” X 2”)
- Social Security Number or a Sworn Affidavit
- One (1) clear photocopy of a US government-issued photo-ID, such as a driver’s license, as proof of identity
- Name Change Document (Marriage Certificate, Divorce Decree, Court Order) if applicable.
- Official Transcript for U.S. Students only
- Foreign Pharmacist Graduate Examination Certificate From NABP
- Notarized Preceptor Form\*\*
- Criminal Background Check (FBI and State) effective January 3, 2011)
- Check, Money Order or Certified Check payable to **DC Treasurer** for \$50.00

**\*\*A pharmacy intern registering for the sole purpose of completing an IPPE or APPE is not required to provide documentation of a preceptor or notify the Board when the pharmacy intern changes preceptors or worksite**