



## COLORADO

Department of  
Regulatory Agencies

Division of Professions and Occupations

### Non-Resident (Out of State) Prescription Drug Outlet (OSP) New Business Application Checklist

#### Information about the application process and how you will be contacted

**Please Note:** In order to apply for a OSP business, you must have or register an account as a business in order to apply online. An Application Specialist will review your application based on the information you supply. If your application is incomplete, you will be contacted via the email address you provided. To monitor the status of your application, visit Online Services: [apps.colorado.gov/dora/licensing/Default](https://apps.colorado.gov/dora/licensing/Default).

**Disclosure of addresses:** Consistent with Colorado law, all addresses and phone numbers on record with the Division of Professions and Occupations (DPO) are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information current in our system. Your email address is not open to public record, but must be provided at the time you register an account. If your email address is not current, you will not receive important information from DPO. You can change your address, email address and other information online by using Online Services: [apps.colorado.gov/dora/licensing/Default](https://apps.colorado.gov/dora/licensing/Default).

**Application expiration:** Your application will be kept on file for one year from date of receipt in the Division of Professions and Occupations. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

If you submitted an application within the last year and were notified that you did not meet the requirements and you are submitting an update, you do not need to complete a new application or submit additional fees.

**Registration Expiration Grace Period for Applicants. PLEASE BE ADVISED** that if you are issued a registration within 120 days of the upcoming renewal expiration date, you will be issued a registration with the subsequent expiration date.

- All OSP registrations expire on October 31<sup>st</sup> of even-numbered years and must be renewed to continue practicing.

**A Non-Resident Prescription Drug Outlet is any prescription drug outlet located outside of Colorado that ships, mails, or delivers, in any manner, drugs or devices into this state.**

#### You must file for a Transfer of Ownership if:

- If the prescription drug outlet is owned by a corporation, upon the sale or transfer of 20% or more of the shares to a single individual or entity.
- Upon the sale or transfer of any ownership interest of 20% or more to a single individual or entity.
- Upon the incorporation of an existing Prescription Drug Outlet.
- DO NOT APPLY ONLINE to make a change to an existing OSP. You may use the Non-Resident Prescription Drug Outlet – Change to an Existing Registration form on the Applications and Forms webpage: [dpo.colorado.gov/Pharmacy/Applications](https://dpo.colorado.gov/Pharmacy/Applications).



**Requirements for OSP registration:**

- Pay Required Fee:** You must pay the **\$450** application processing fee with a credit card (American Express, MasterCard, Visa or Discover) or electronic check to complete the application process. All fees are non-refundable and are subject to change.
- List and Verify License/Registration in State of Residence:** You must list license/registration information for the pharmacy license/registration in the state of residence. You must also provide verification of the license/registration. It is preferred that you upload a screen print from the state of residence website showing the address of the business as well as whether or not disciplinary action has ever been taken. Otherwise, you must arrange for verification to be mailed to the Board of Pharmacy at the address on the bottom of this page. Mailing verification may delay processing of the application.
- Identify the Type of Ownership:** You will be asked about the type of ownership of the OSP and must provide appropriate information/documentation.

**If the OSP is a corporation (including a limited liability or non-profit corporation), you must provide the following:**

- **A listing of all corporate officers and directors:** You must submit a complete list, at the time of application, of all corporate officers and directors using Attachment A. You may access Attachment A on the Applications and Forms webpage: [www.colorado.gov/dora/Pharmacy\\_Business\\_Applications\\_Docs](http://www.colorado.gov/dora/Pharmacy_Business_Applications_Docs).

**If you will be distributing into Colorado a compounded drug to a Colorado-licensed veterinarian for office stock, you must submit:**

- A National Association of Boards of Pharmacy Verified Pharmacy Program inspection report detailing an inspection of the outlet conducted within the last year. The Board must approve the inspection report as satisfactorily demonstrating proof of compliance with the Board's own inspection procedures and standards prior to distributing compounded products to Colorado-licensed veterinarians; AND
- A copy of a currently valid Drug Enforcement Administration manufacturer registration for the outlet.

**For further information about the Pharmacy Board and/or OSP Registration, visit the Board's homepage: [www.colorado.gov/dora/Pharmacy](http://www.colorado.gov/dora/Pharmacy).**

