



**APPLICATION FOR REGISTRATION  
DRUG DISTRIBUTION AGENT**

**In State and Out of State**

(Expires September 30 Annually)

Oregon Board of Pharmacy

800 NE Oregon Street, Suite 150

Portland OR 97232

Telephone: (971) 673-0001

[www.pharmacy.state.or.us](http://www.pharmacy.state.or.us)

**Drug Distribution Agent**  
**Controlled Substance Registration** (If Applicable)  
**Laws & Rules** (If Needed)

Fee: \$400.00

Fee: \$50.00

Fee: \$25.00

**ALL FEES ARE NON REFUNDABLE**

Dear Applicant:

Please read the following instructions for applicants for registration as a Drug Distribution Agent.

1. Oregon Administrative Rule 855-062-0003 lists those persons who are required to register as a Drug Distribution Agent. [http://arcweb.sos.state.or.us/pages/rules/oars\\_800/oar\\_855/855\\_062.html](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_855/855_062.html)
2. A Drug Distribution Agent registration authorizes the applicant to participate in the business of facilitating the distribution of prescription and non-prescription drugs from a manufacturer to a wholesaler into and within Oregon without taking ownership or possession of any drug, and their name is not on the label. Drug Distribution Agent includes such entities as: Brokers, Import Brokers, Import Agents, Sales and Marketing offices and Drug Order Contractors. A Third-Party Logistics Provider as defined in Oregon Administrative Rule 855-062-0005 shall also register as a Drug Distribution Agent.
3. We will process your registration when we have received all required paperwork and fee(s). You may not commence business in Oregon until we have notified you that we have approved the application. Registrations expire September 30 each year. We do not prorate fees. We will mail out renewal notices in mid-July and you must return renewal applications with the fee, post-marked by August 31.
4. Each company, even if under common ownership, must submit a separate application for registration.
5. You must pay a registration fee for each application for a **New Registration, an Ownership Change or a Location Change**. If you are completing these forms to report a **Name Change** only, you do not pay a fee. We can only accept payment by check or money order. **Fees paid to the Board are not refundable.**
6. **Oregon Controlled Substance Registration.** The Controlled Substance Registration is required for all outlets that manufacture controlled substances. It is not a stand-alone registration. If you do not manufacture controlled substances, please check the box "Not Applicable". The controlled substance fee is **not** required if the application is marked "Not Applicable."
7. **Oregon Revised Statutes and Administrative Rules** are accessible on our web site at: <http://www.pharmacy.state.or.us>. You may purchase a hard copy or CD for \$25 (check the box on the application if you wish to purchase one or more sets).
8. **Ownership:** Please complete and submit the **Ownership** form for our records.
9. **License/Registration Verification in Resident State** (required only for applicants located outside of Oregon) We cannot process your application without this verification. To prevent any delay in processing, submit a completed verification form or original letter from your home state licensing agency with your application. If your home state does not issue you any type of professional or business license, attach an original letter from the state agency that licenses drug outlets stating that you do not need a license.

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FOR BOARD USE ONLY
[0329] \$400.00
[0310] \$ 50.00
[0326] \$ 25.00
RECEIPT #
CHECK #
ENTERED BY

- [ ] Drug Distribution Agent Registration (with or without controlled substances) Fee: \$400.00
[ ] Controlled Substance Registration Fee: \$ 50.00
[ ] Laws & Rules per set, please indicate quantity \_\_\_\_\_ Fee: \$ 25.00

TOTAL ENCLOSED:
ALL FEES ARE NON REFUNDABLE

Please check the appropriate box regarding application status:

- [ ] New Outlet Start Date
[ ] Owner Change Date Effective Current Registration Number
[ ] Location Change Date Effective Current Registration Number
[ ] Name Change Only Date Effective Current Registration Number

You must submit a new application and registration fee within 15 days of a change of ownership or location.

Please PRINT or TYPE

WARNING: ORS 475.135 (e) and OAR 855-065-0007 (4) prohibits the furnishing of false information and is grounds to deny registration.

Business Name
Location Address
City, State, Zip
Phone Number ( ) - Fax # ( ) - Email
Mailing Address (If different from above)
City, State, Zip
Federal Tax ID # Website FDA #
Contact Person Title Contact Phone
Email Address

Types of Products Distributed:

Please check all that apply to this location. Note: Definitions may be found in Oregon Administrative Rule 855-062-0005.

- [ ] Broker [ ] Import Broker or Agent [ ] Sales or Marketing Office [ ] Drug Order Contractor
[ ] Third Party Logistics Provider [ ] Other

Please answer all of the following:

- 1. [ ] Yes [ ] No Has disciplinary action ever been taken, or is any such action currently pending against any of the persons listed in this application, by any State or Federal Authority in connection with a violation of any federal or state drug law or regulation? If "yes", attach a detailed explanation of the incident and describe any penalty incurred.
2. [ ] Yes [ ] No Before facilitating a pharmaceutical product transaction or distributing a pharmaceutical product into or within Oregon, do you verify that both the distributor and the purchaser are licensed in Oregon?
3. [ ] Yes [ ] No Have you been inspected within the last three years by your home state licensing agency or by a Federal Agency with authority over the distribution of drugs. If yes, attach a copy of the report.

**CONTROLLED SUBSTANCE INFORMATION:**

If **NOT** applicable, please check here:

If you facilitate the manufacture or distribution of controlled substances, please complete the next 5 questions.

Oregon Schedules of Controlled Substances may be found at:

[http://arcweb.sos.state.or.us/pages/rules/oars\\_800/oar\\_855/855\\_080.html](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_855/855_080.html) and may be different from the Federal schedules. You must comply with the most stringent.

**DRUG SCHEDULES** (Check all that apply)

Schedule I     Schedule II     Schedule III     Schedule III     Schedule IV     Schedule V

1. Are you currently registered by the DEA to manufacture, distribute or otherwise handle controlled substances in the schedules for which you are applying under the laws of the Federal Government?     YES  NO

DEA REGISTRATION NUMBER \_\_\_\_\_

2. Have you ever been convicted of a felony in connection with controlled substances under state or federal law?     YES  NO

3. If you are a corporation, association or partnership, has any officer, partner or stockholder ever been convicted of a felony in connection with controlled substances under state or federal law?     YES  NO

4. Have you ever surrendered a previous Federal Controlled Substances Registration (FCSA) or had a FCSA Registration revoked, suspended or denied?     YES  NO

5. If you are a corporation, association or partnership, has any officer, partner, or stockholder ever surrendered a FCSA Registration or had a FCSA Registration revoked, suspended or denied?     YES  NO

If the answer is yes to any of questions 2 through 5, attach letter of explanation.

**Please select all that apply:**

I wish to have my registration application processed on the date you receive my complete application and payment in your office. Because the Oregon Board of Pharmacy does not prorate fees, **I realize that by having my registration become effective before the beginning of the renewal period (October 1), my license will not be valid for a full year.**

I wish to have my registration become effective on the next October 1st. (only applicable for new outlets)

Enclosed is \$25 for a  CD or  a paper copy (check one) of the Oregon Board of Pharmacy's laws and rules. If you need more than one copy, indicate how many and enclose \$25 per copy.)

The undersigned hereby states that all the information contained in this application for licensure is true and correct, that they have read and are familiar with the pharmacy laws and rules of the Oregon Board of Pharmacy, and that such provisions of the law will be faithfully observed.

\_\_\_\_\_  
Print or Type Name of Applicant

\_\_\_\_\_  
Signature of Applicant or Authorized Individual

\_\_\_\_\_  
Date

MAIL THIS APPLICATION WITH REQUIRED DOCUMENTS, AND FEES, PAYABLE TO THE  
**OREGON BOARD OF PHARMACY**

ALL RETURNED CHECKS WILL BE ASSESSED A \$35.00 RETURNED CHECK FEE PURSUANT TO ORS 30.701(5)

**Ownership Information**

Publicly Held Corporation [ ] Yes [ ] No

If No, Owner Name \_\_\_\_\_

Parent Company Name (If owned by another entity) \_\_\_\_\_

Complete this form for all owners. If a publicly held corporation, list CEO or President and Registered Agent.  
This page may be duplicated as needed.

**1.**

Name and Title \_\_\_\_\_

SSN/Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**2.**

Name and Title \_\_\_\_\_

SSN/Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**3.**

Name and Title \_\_\_\_\_

SSN/Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

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## License/Registration Verification in Resident State

**License/Registration Verification in Resident State** (required for all Drug Distribution Agents, Manufacturers and Wholesalers located outside the State of Oregon). To prevent any delay in processing, submit this form or an original letter from your home state licensing agency with your application. If your home state does not issue you any type of professional or business license, attach an original letter from the state agency that licenses drug outlets stating that you do not need a license.

To be completed by Applicant. You are responsible for sending this document to your resident State licensing agency for their verification. You must attach a photocopy of your registration or license.

Resident State \_\_\_\_\_  
License Number \_\_\_\_\_  
License Type \_\_\_\_\_  
Business Name \_\_\_\_\_  
Physical Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

To be completed by licensing/regulatory agency and returned to the applicant:

The above person has applied for a Drug Distribution Agent, Manufacturer or Wholesaler Registration with the Oregon Board of Pharmacy. This registration is required of any resident or non-resident drug outlet that is engaged in the distribution of drugs within Oregon.

Written verification that this person has a current license or registration and is in good standing with its resident state is required for our licensing process. Please complete the section below and return it to the applicant.

The outlet listed above holds a current, unrestricted license or registration with our agency and has no disciplinary action pending.

Other (please explain): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Authorized Signature Date

OREGON BOARD OF PHARMACY  
800 NE OREGON STREET, SUITE 150  
PORTLAND OR 97232  
TELEPHONE: (971)673-0001  
[www.pharmacy.state.or.us](http://www.pharmacy.state.or.us)



**OREGON PHARMACY LAWS AND ADMINISTRATIVE RULES**

**FEE \$25.00**

Please Mail to:

NAME \_\_\_\_\_

FACILITY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE & ZIP CODE \_\_\_\_\_

Number of sets requested \_\_\_\_\_ Amount enclosed \$ \_\_\_\_\_ (*\$25.00 per set*)

Set(s) ordered for:

Pharmacist [ ]    Intern [ ]    Reciprocal [ ]    Pharmacy [ ]    Other [ ]

Make checks payable to:

Oregon Board of Pharmacy  
800 NE Oregon St, Ste 150  
Portland, OR 97232

**Please Note:**

- Administrative Rules are updated through the Secretary of State's Office within 30 days of being filed.
- Electronic versions of pharmaceutical references listed under Oregon Administrative Rule 855-041-1035 formerly 855-041-0040 satisfy the minimum equipment requirement for a pharmacy.
- The Oregon Board of Pharmacy Official Newsletter can be subscribed to by sending an email to [OregonBOPNewsletter@nabp.org](mailto:OregonBOPNewsletter@nabp.org) with only the word "Subscribe" in the subject heading and body of the email. Once you subscribe, you will receive a notice via e-mail when the newsletter is available.
- The Laws and Rules for the Oregon Board of Pharmacy may be found on the Board's website at <http://www.pharmacy.state.or.us>. Included are:
  - Oregon Revised Statute Chapter 689, Oregon Pharmacy Act
  - Oregon Revised Statute Chapter 475, Uniform Controlled Substance Act
  - Oregon Administrative Rules Chapter 855

*ALL RETURNED CHECKS WILL BE ASSESSED A \$35.00 RETURNED CHECK FEE  
PURSUANT TO ORS 30.701(5)*