

## PHARMACEUTICAL DETAILER Checklist of 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.

- A completed, signed DC application form
- Two (2) recent passport photos (2"x2")
- One (1) clear photocopy of a US Government issued photo
- ID Social Security Number or a Sworn Affidavit
- Name Change Documents (Marriage Certificate, Divorce Decree or Court Order) if applicable
- Official certificate of graduation in a sealed envelope or notarized *Waiver of Educational Requirements Forms*
- Notarized *Affidavit to Abide by Code of Ethics Form*
- Criminal Background Check (FBI & State): For payment and to schedule an appointment, call **1-877-783-4787** or use the following webpage:  
<http://www.i1enrollment.com/Check>, Money Order or Certified Check for \$175.00 made payable to **DC Treasurer**

### Additional References

Health Occupations Revision Act of 1985 (HORA) can be found online at <http://hpla.doh.dc.gov>

District of Columbia Municipal Regulations for Pharmaceutical Detailers Chapter 83  
<http://doh.dc.gov/node/306472>