



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 Livescan Appointment Request Form for DC residents and applicants using DC Metropolitan Police Department for Criminal Background Check (effective January 3, 2011)
- Check, Money Order or Certified Check payable to DC Treasurer
 - o \$330 if using DC Metropolitan Police Department Criminal Background Check service
 - o \$280 if using home jurisdiction for Criminal Background Check service

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 Livescan Appointment Request Form for DC residents and applicants using DC Metropolitan Police Department for Criminal Background Check (effective January 3, 2011)
- Check, Money Order or Certified Check payable to DC Treasurer
 - o \$330 if using DC Metropolitan Police Department Criminal Background Check service
 - o \$280 if using home jurisdiction for Criminal Background Check service

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)
- Criminal Background Check Livescan Appointment Request Form for DC residents and applicants using DC Metropolitan Police Department for Criminal Background Check (effective January 3, 2011)
- Check, Money Order or Certified Check payable to DC Treasurer
 - o \$330 if using DC Metropolitan Police Department Criminal Background Check service
 - o \$280 if using home jurisdiction for Criminal Background Check service



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 Livescan Appointment Request Form for DC residents and applicants using DC Metropolitan Police Department for Criminal Background Check (effective January 3, 2011)
- Check, Money Order or Certified Check payable to DC Treasurer
 - o \$330 if using DC Metropolitan Police Department Criminal Background Check service
 - o \$280 if using home jurisdiction for Criminal Background Check service

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 Livescan Appointment Request Form for DC residents and applicants using DC Metropolitan Police Department for Criminal Background Check (effective January 3, 2011)
- Check, Money Order or Certified Check payable to DC Treasurer
 - o \$380 if using DC Metropolitan Police Department Criminal Background Check service
 - o \$330 if using home jurisdiction for Criminal Background Check service

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
- Pharmacy Intern Preceptor Form
- Criminal Background Check Livescan Appointment Request Form for DC residents and applicants using DC Metropolitan Police Department for Criminal Background Check (effective January 3, 2011)
- Check, Money Order or Certified Check payable to DC Treasurer
 - o \$100 if using DC Metropolitan Police Department Criminal Background Check service
 - o \$50 if using home jurisdiction for Criminal Background Check service