Non-Resident (Out-of-State) Pharmacies

Link - License Information & Applications

Renewal Schedule and Fees

- All nonresident (out-of-state) pharmacy licenses expire June 30th each year. There is no grace period.
- Online *renewal application* is available 60 days prior to license expiration date. Renewal fee is $200.
- All fees are nonrefundable including duplicate or error submissions
- Application does not **automatically** renew upon submission. Each renewal undergoes a multiple tier review.
- Renewal applications submitted after June 30th will be assessed a $50 late fee

Notify Board of a Change

- For entity change of name, in-state address, closure, or license surrender, submit a Resident & Nonresident Change Notification form (Notification Form).
- If entity moves to another state, current license is surrendered, and a completely new application and fee must be submitted.
- To verify a requested change has been processed, use board license verification site.

Pharmacist-In-Charge (PIC) Change

- Outgoing PIC must notify board immediately upon knowledge of termination/change of employment.
- A pharmacist-in-charge transfer/change form must be submitted within 10 days (Pharmacist in Charge Change Form).
- A pharmacist-in-charge of a nonresident pharmacy does not need to be licensed in the state of South Dakota.

Change of Officer/Director/Managing Member/Partner

- The board requires the reporting of officers, partners, directors, and managing members, at initial and renewal application.
- Licensee is not required to inform board of changes that occur outside these times.

Change of Ownership Guidance (CHOW)

- If entity ownership changes at the **parent level or below by 50% or more by any method**, a CHOW application must be completed.
- If entity ownership changes at the grandparent level or above (indirect change), board does not need to be notified.
- If entity moves to another state, a completely "new" application must be initiated in this circumstance and the existing license surrendered to the board.
- If there is a name change, home state license and DEA must show new name
- If there is an address change, inspection must be for the new location/address
- To complete a CHOW application, click (https://sdbop.igovsolution.net/online/User_login.aspx), login using licensee's username and password, select "renew" and then "change of ownership" for type of application.
- If questions, contact the board before starting CHOW application process.

License Platform Username and Password

- Username and password will be required every time a licensee accesses the licensing platform.
- Retain username and password information. Write it down.
- If staff transition occurs, username and password should be accessible/passed to new staff member.

License Verification

- To verify a license or print a primary source verification, visit (License Verification).
- Share the link and verification steps with anyone requesting verification of your license.
- A verification is not an entity's official license.

Verification Steps
Select verification type
Select license type
Enter business license number as (XXX-XXXX)
Enter verification code
Do not complete any other fields; click Search, click print icon to view license details

Medical Devices / Durable Medical Equipment (DME)

- If device contains a prescription (legend) drug, a South Dakota license is required.

Report Discipline

- Licensee may report discipline to board by email (pharmacyboard@state.sd.us).
- If discipline is reported by email, do not send a duplicate hard copy of information to board.