South Dakota Resident (In-State) Pharmacies

Link - License Information & Applications

Renewal Schedule and Fees

- All in-state full-time and part-time 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 $200.00 for full-time and $160 for part-time pharmacies
- All fees are nonrefundable including duplicate or error submissions
- 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, an initial/new application and fee must be submitted, and current license surrendered.
- 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. Send notice to (pharmacyboard@state.sd.us).
- Submit PIC transfer/change form within 10 days (Pharmacist in Charge Change Form).

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.
- 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 Verification & Primary Source Verification

- Go to License Verification.
- Direct anyone requesting a 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