

Community Re-permitting Information

Section 465.018, Florida Statutes was amended during the 2011 legislative session to require a community permittee to be re-permitted in order to dispense controlled substances listed in Schedule II and III on or after July 1, 2012.

In order to apply for the controlled substance permit the following steps must be completed:

1st Step: Establish or Update Officers and Owners Online at

<https://ww2.doh.state.fl.us/mqaservices/login.asp?mult=&pass=Y> using the pharmacy administrator account. If you do not have a Pharmacy Administrator Account user ID and password, you may submit a written request to the Florida Board of Pharmacy. Please include the business name, mailing address, phone number, and Federal Tax ID Number in your request. In addition, we will need a contact person and email address. The letter needs to contain the original signature of the contact person listed. When e-mailing the request, you will need to attach a scanned copy of the original letter that includes a signature attesting that all of the provided information is true and correct. You may submit this letter by mail to the Florida Board of Pharmacy, 4052 Bald Cypress Way, Bin C04, Tallahassee, FL 32399, by email to MQA_Pharmacy@doh.state.fl.us or by fax to (850)413-6982.

2nd Step: Fingerprints

All officers, officers and prescription department managers are required to submit a set of fingerprints unless the corporation is exempt under the Section 465.022, Florida Statutes for corporations having more than \$100 million of business taxable assets in this state. If your corporation is exempt only the prints of the prescription department manager is required. If your prescription department manager has submitted prints on or after January 1, 2011 they do not have to resubmit them. They must submit proof of prints being on file with DOH.

The Department of Health accepts electronic fingerprinting service offered by Live scan device vendors that are approved by the Florida Department of Law Enforcement. The list can be found on <http://www.fdle.state.fl.us/Content/Criminal-History/Livescan-Service-Providers-and-Device-Vendors.aspx>. You must use the Pharmacy Board ORI number of FL924190Z in order for the results to be sent to the Board of Pharmacy.

3rd Step: Apply For the New Permit (On or after January 18, 2012) Pharmacy Owners will go online to the <https://ww2.doh.state.fl.us/mqaservices/login.asp?mult=&pass=Y> using the Pharmacy user id and password. Please note your User ID and Password was mailed with your physical license. If you do not have your pharmacy user id and password, you can also login by answering a set of security questions @ <https://ww2.doh.state.fl.us/mqaservices/login.asp?mult=&pass=Y>