

# Iowa Board of Pharmacy

## Third-Party Logistics Provider (3PL) Facility Manager Change Application Instructions

Once a completed application is received, a background packet will be sent to the mailing address indicated on the application. The background check packet is to be completed by the facility manager and returned to the Board for processing.

An incomplete application for licensure will be maintained for no more than six months. Failure to submit all required information within six months of submission of the original application, including submission of a completed fingerprint packet if required, will result in the application becoming null and void and any fees submitted with the application are forfeited and will not be transferred or refunded.

Submit the completed application, including the instruction check lists, all attachments, and a check or money order in the appropriate amount made payable to the Iowa Board of Pharmacy to:

Iowa Board of Pharmacy  
6200 Park Ave., Ste. 100  
Des Moines, IA 50321

**All application fees are non-refundable and non-transferrable.**

<b>License Change Application Fees</b> – Changes made to the facility manger requires the submission of a completed application and applicable fee(s).	
<b>The application for license change must be submitted within 10 days of the vacancy.</b>	
3PL Application Fee	\$750
CSAR Fee (if applicable)	\$90
Facility Manager Criminal Background Check Fee	\$45
<b>Late License Change Application Fees</b> – These fees are due for applications that are not timely submitted but are submitted within 30 days or required submission period.	
3PL Application and Penalty Fee	\$1500
CSAR and Penalty Fee	\$180
Facility Manager Criminal Background Check Fee	\$45
<b>Reactivation Fee</b> – These fees are due for applications submitted more than 30 days after required submission period.	
3PL Reactivation Fee	\$2000
CSAR Reactivation Fee	\$360
Facility Manager Criminal Background Check Fee	\$45

<b>APPLICATION CHECKLIST</b>	
Facility Manager’s Resume	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Government-Issued Photo ID	<input type="checkbox"/> YES <input type="checkbox"/> N/A
List of disciplinary actions taken against any professional or business license not previously reported to the Board and documentation of final disciplinary orders	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Explanation and documentation of violation(s) of any federal or state law pertaining to the possession, control, or distribution of prescription drugs not previously reported to the Board	<input type="checkbox"/> YES <input type="checkbox"/> N/A
List of each criminal conviction and court records of the conviction(s), and any pending criminal charges not previously reported to the Board	<input type="checkbox"/> YES <input type="checkbox"/> N/A

# APPLICATION FOR 3PL FACILITY MANAGER CHANGE

Please type or print legibly in ink. **Incomplete or illegible forms will delay the issuance of your license.**

LICENSEE INFORMATION	
Name of Licensee (DBA)	
Iowa License Number	
Legal Name	
Federal Tax ID Number	
NABP e-Profile ID	
Name of Facility Manager	

*If the facility does not have an NABP e-profile number, one may be created by going to [nabp.pharmacy](http://nabp.pharmacy).*

Facility Physical Address – <i>physical location of establishment which should be reflected on all sales invoices and shipping documents</i>				
Street Address				
City		State		Zip Code
Telephone Number		Landline	Cell Phone	
Fax Number		If cell, will you accept text messages?		Y    N
Email Address		Website		
Alternate Contact Phone Number at Facility				
3PL Mailing Address				
Street Address				
City		State		Zip Code

*The facility phone number must be a direct number to the licensed facility.*

FACILITY MANAGER IDENTIFICATION				
First Name				
Middle Name				
Last Name				
Previous Name(s)				
Street Address				
City		State		Zip
Date of Birth		SSN		
Primary Phone Number		Landline	Cell Phone	
Email Address		If cell, will you accept text messages?		Y    N

PERSONAL ATTESTATIONS	
<b>Initial each statement to indicate your understanding and agreement to abide by applicable federal and state laws governing logistics services.</b>	
	I have adequate experience in providing or coordinating warehousing or other logistics services of products.
	I am employed by the applicant full-time in a managerial level position.
	I am actively involved in, and aware of, the daily operations of the facility.
	I am physically present, except for an authorized absence such as sick or vacation leave, at the facility of the applicant during regular business hours.
	I do not have any felony convictions or convictions related to prescription drug and device distribution, including distribution of controlled substances, under federal, state, or local laws.
	I have knowledge and understanding of federal and state laws, rules, and regulations pertaining to drug and device distribution.

*If you are unable to attest to all of the statements, provide an explanation.*

<b>ADDITIONAL QUESTIONS</b>		
<b>If you answer "YES" to any question, please attach supporting documentation. Failure to provide complete and correct information may result in delay or denial of the third-party logistics application.</b>		
<b>Have you had disciplinary action taken against any professional or business license you have held?</b>	<b>Yes</b>	<b>No</b>
<b>Have you been enjoined, either temporarily or permanently, by a court of competent jurisdiction for violating any federal or state law regulating the possession, control, or distribution of prescription drugs?</b>	<b>Yes</b>	<b>No</b>
<b>Have you even been convicted of, or entered a plea of guilty, nolo contendere*, or no contest to a crime other than a minor traffic offense, in any jurisdiction? You must include all misdemeanors and felonies, even if adjudication was withheld by the court so that you would not have a record of conviction. (For example, you must report if your conviction was expunged, you received a deferred judgment, or you received an executive pardon.)</b>	<b>Yes</b>	<b>No</b>
<b>Do you have any pending criminal charges?</b>	<b>Yes</b>	<b>No</b>

*\*Nolo-contendere – A plea in a criminal case which has a similar legal effect as pleading guilty. The defendant does not admit or deny the charges, but a fine or sentence may be imposed based on this plea.*

<b>FACILITY MANAGER SIGNATURE</b>	
<b>By signing this application, I solemnly affirm under the penalty of perjury that the contents of this section of the application are true to the best of my knowledge, information, and belief. I understand that the Iowa 3PL license issued pursuant to this application may be revoked if any assertion made in this application is found to be false.</b>	
<b>Signature of Facility Manager</b>	
<b>Date</b>	
<b>Printed Name and Title</b>	

<b>LICENSEE SIGNATURE</b>	
<b>I hereby swear or affirm under penalty of perjury that the information provided in this application is true and correct. I understand that failure to provide complete and truthful information may constitute grounds for denial, revocation, or other disciplinary sanctions against the license.</b>	
<b>Signature of Licensee</b>	
<b>Date</b>	
<b>Printed Name and Title</b>	

*Privacy Act Notice: Disclosure of your Social Security number on this registration application is required by 42 U.S.C. §666(a)(13) and Iowa Code §§252J.8(1) and 272D.8(1). The number will be used in connection with the collection of child support obligations or debts owed to the state of Iowa, and as an internal means to accurately identify registrants, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18.*