

Vermont Board of Pharmacy
www.vtprofessionals.org
(802) 828-2373

**Change Notices for Out-of-State Wholesalers
or Non-Resident Drug Outlets**

For some changes a \$20 fee is required. Other changes require a new application along with the applicable application fee. Checks should be payable to “Vermont Secretary of State.”

Please be sure to include the Vermont license number issued to the drug outlet (if applicable) in all correspondence. The Affirmation form is available via our Web site.

Submit the documents indicated to the address below for the applicable change:

Change of Pharmacist Manager:

Written notice of the Change in Pharmacist Manager (Pharmacist-in-Charge) is required. In addition, the new pharmacist manager must complete an Affirmation (available via our Web site). If the license contains the name of the departing pharmacist manager, license holders must submit \$20 to receive an updated license with the name of the successor pharmacist manager.

Change of Officers/Directors:

Written notice of the Change in Corporate Officers or Directors is required. In addition, the new officer or director must complete an Affirmation (available via our Web site). If the license contains the name of the departing individual, license holders must submit \$20 to receive an updated license with the name of the successor.

Change of Ownership:

Changes of ownership involving mergers, stock transfers, buyouts, etc. require submittal of a NEW drug outlet application, which is available via our Web site. This is required whether the current officers or directors are affected by the other changes in the entity’s structure.

A new drug outlet application is required when the structure of an organization is changed (e.g., a corporation (Inc.) changes to a limited liability company (LLC)).

Change of Contact Person:

Written notice of the Change in Contact Person for the drug outlet whose name appears on the license is required. In addition, the new contact person must complete an Affirmation (available via our Web site). Since the name of the individual appears on the license, a \$20 fee is required to issue an updated license showing the name of the new contact person.

Change of Address:

For address changes within the same state, submit written notice via E-Mail, fax or letter with new address and contact person. In addition, the new contact person must complete an Affirmation (available at www.vtprofessionals.org) if not already on file. An updated license will be issued upon receipt of the \$20 fee.

If the change of address involves a new state, a new drug outlet application is required.

Change of Corporate Name:

Submit a copy of the Articles of Amendment (or Restated Articles) that changed the name, which were filed with the Secretary of State's Office or other organization dealing with corporate filings.

Mergers, whether the licensed corporation remains the survivor or is merged out, are considered a change in ownership. The surviving corporation or new entity must submit a NEW drug outlet application, which is available via our Web site.

Change of Trade Name or Additional Trade Name

For a change of trade name (dba) not related to a change in ownership, written notice is acceptable. Please note that our licensing system will only allow one name on the license. If the change in trade name pertains to a change in ownership, a NEW drug outlet application is required.

Mail your notices (and check or money order if applicable) to the following:

Mailing address until July 29, 2007

Vermont Secretary of State
Office of Professional Regulation
Board of Pharmacy
26 Terrace Street
Montpelier, VT 05609-1101

Mailing address after July 30, 2007

**Vermont Secretary of State
Office of Professional Regulation
Board of Pharmacy
National Life Building, North, FL2
Montpelier, VT 05620-3402
(802) 828-2373**