

Pharmacy Renewal: Informational Sheet for Licensees

This document outlines the supporting materials required for renewal, highlights key points to keep in mind, and explains how to interpret checklist status updates. During the online renewal, you may upload documents as you complete each section, or you can return after submitting payment to continue uploading items. Note: In the Facility Documentation section, if an item has not changed and the Board already has the necessary documentation on file, you may select “N/A” to indicate that no updates are needed. ***ALL documentation uploaded must be PDF documents***

Supporting documentation needed for renewal

Resident Pharmacies

Item Needed	Required for	Documentation/Form Needed
Certificate of Good Standing	All	Certificate of Good Standing within the last 24 months from the MN SOS (Secretary of State.)
DBA (“Doing Business As”) Filed With SOS	If utilizing a DBA	Proof of DBA/Assumed name actively filed with MN SOS.
List of Officers	All	Facility Officer Reporting Form.
List of Shareholders, Members, or Partners	All	Facility Shareholder-Member-Partner Reporting Form.
Worker’s Comp	All	COI, Certificate of exemption, or explanation of exemption.
Proof of FEIN	All	Letter from the IRS.
Proof of MN Tax ID	All	Letter from the MN Department of Revenue.
Category Form	If change is needed	Pharmacy License Category Change Notification.
Certificate of Responsibility	PIC Change	In-State Certificate of Responsibility form.
NABP e-Profile ID	All	If the facility has an NABP e-Profile ID, provide proof thereof.

Non-Resident Pharmacies

Item Needed	Required for	Documentation/Form Needed
Certificate of Good Standing	All	Certificate of Good Standing or equivalent from the state in which the pharmacy is located, dated within the last 24 months.
Proof of DBA	If utilizing DBA	Secretary of State issued certificate of DBA/Assumed Name -or- proof if the home state does not require registration
List of Officers	All	Facility Officer Reporting Form.
List of Shareholders, Members, or Partners	All	Facility Shareholder-Member-Partner Reporting Form.
Proof of FEIN	All	Letter from the IRS.
Active Verification of Home State License	All	Supply verification from your home state regulatory agency indicating your status within the last 30 days -or- provide proof that the home state does not require a license
List of Pharmacist Employees	All	Non-Resident Pharmacies – Pharmacist Employees form.
Category Form	If change is needed	Pharmacy License Category Change Notification.
Copy of Full Inspection Report	If compounding	Inspection report conducted w/in the last 24 months.
Corrective Actions Related to Inspection	If compounding	Copy of any corrective actions/action plans for deficiencies noted in the submitted inspection report.
List of Technician Employees	Limited Service or Central Service	Non-Resident Pharmacies – Technician Employees form.
Certificate of Responsibility	PIC change	Non-Resident Certificate of Responsibility form.
NABP e-Profile ID	All	If the facility has an NABP e-Profile ID, provide proof thereof.

Below is an example of what the Renewal Checklist of Requirements could look like, depending on the license:

RENEWAL: CHECKLIST OF REQUIREMENTS

STATUS A	As Of	DESCRIPTION B	MESSAGE	N/A	UPLOAD
Completed	03/10/2026	Renewal Fee - [REDACTED]			
Completed*	-	Practice Questions - Questions: Yes = 0; No = 3			
Open*	-	Compounding Questions - Questions: Yes = 2; No = 1			
Open*	-	Certificate of Good Standing from the state in which the facility is located, dated within the last 24 months	C		
Open	-	List of Officers			
Open*	-	Proof of Compliance with Worker's Compensation Coverage (e.g., Certificate of Insurance, Certificate of Exemption from the Insurance Commissioner)			E
Open*	-	NABP eProfile Number. Only upload if Missing or Discrepancy Identified.		☐	
Not Applicable*	-	Proof of Federal Tax ID. Only upload if a change is needed.		☒	
Not Applicable*	-	Proof of Minnesota Tax ID. Only upload if a change is needed.		☒	
Open	-	Proof of DEA Registration. Only upload if a change is needed.		☐	

Legend:

Key	Name	Description	How to Use
A	Status	This shows the status of the requirement	Displays the current position of the item in the review process.
B	Description	Checklist Item	Read the description to determine what document to upload
C	Message	This section will show any comments made by the Board	Hover over the bubble to see the text
D	N/A	Not applicable – no change to the item and supporting documentation was previously provided to the Board	Certain checklist items may be marked "N/A" if there are no updates and supporting documentation was previously provided to the Board. Evaluate the checklist item, determine if a change occurred, and take appropriate action (select the N/A box or upload supporting documentation).
E	Upload	This is where you can upload documents	The checkmark means that documentation has been uploaded for this requirement, the upload sign means that you can upload documentation to fulfill that requirement. Note: This is a one-time upload link. Once used you will need to email the Board with additional documentation.

Checklist Item Statuses:

Status	Description
Open	No documentation has been submitted for this requirement. If there is no upload icon associated with the checklist and the status is “open,” your response(s) to the renewal questions will be reviewed by Board staff. The status will be updated thereafter.
Pending Review	Documentation has been uploaded and is in queue for review by Board staff.
Deficient	The documentation did not meet the Board’s requirements; there will be a new requirement with the same name that you will be able to upload the appropriate document to
Completed	The document submitted has been reviewed and meets the Board’s requirements.
Not Applicable	You have indicated there is no change to the particular item.

- The renewal cannot be processed until all required uploads have been submitted. (This can be accomplished by uploading required documents throughout the renewal or by logging back into the account after you have paid, navigating to the renewal page by clicking ‘More’>, choosing the applicable license, and uploading required documents under “Renewal: Checklist of Requirements.”
- If Board staff identify deficient uploads associated with the renewal, an email will be sent to the email address affiliated with this renewal, specifying the deficiencies.
- Failure to submit all requested documentation within 12 months of the date on which the Board received the application will result in cancellation of your renewal.

How to check the License Renewal Status:

1. Login to your account.
2. Select the Card that has the license you would like to check on.
3. Click on the pencil next to the license to view the Renewal checklist. (If you hover over the pencil it will say Manage License)

Important Notes:

1. Processing fees incurred by online payments are the responsibility of the applicant:
 - E-Check service fee \$1.00 per transaction
 - Debit card service fee 1.25%
 - Credit card service fee 2.15%
2. You can add up to 9 invoices per transaction. If you add more than 9 renewals to your cart it will error out when you get to the US Bank page to renew.
3. The checkmark under Ready to Renew on the Licenses list means that the renewal is open for this license. It does not mean that the renewal has been completed.
4. You must fill out the contact information on US Bank’s website if you require a confirmation of payment. A system generated email will be sent from US Bank once you have paid. Be sure to enter the correct email address when remitting payment to US Bank.
5. If you have a deficient checklist item, click on the message to view notes from the Board.