

NC BOARD OF PHARMACY

Renewal Notice:

All licensees, permittees, and registrants are required to renew online annually. **ABSOLUTELY NO** paper renewals will be accepted and no renewal applications will be sent.

Your permit expires on December 31st of each calendar year and it is your responsibility to renew. The renewal cycle starts November 1st of each year. In order to renew, you must use a valid Visa, MasterCard, or Discover. Enter your permit number and the pin number is the last four digits of the Person in Charge's social security number. The renewal cycle runs November 1st through March 1st. You have a sixty day grace period after December 31st. Any DME or Pharmacy renewing after the 60 day grace period will pay a late penalty fee. The late penalty applies March 2nd through March 31. If any permit has not been renewed it will be closed. Any business changes such as the address change or Person in Charge change must be submitted to the Board's office prior to renewing.

Email reminders will be sent, so you need to make sure that your email address stays current. Notices and reminders will be posted on the Board's website. You should check the Board's website frequently for all rules/laws changes, updates, alerts, recalls, and reminders or notices by the Board. All changes to your permit should be updated within 30 days. You can do some updates at the Board's website and/or send written notification to the Board. If you close the facility, you must notify the Board within 10 days and return the certificate.

The Board's website is www.ncbop.org. Information for DME Suppliers can be found under this section of the home page or the home page directly.