

PHARMACIST MANAGER CHANGE INSTRUCTIONS

To change the Pharmacist-Manager (PM) on a pharmacy permit, please have the incoming PM read the language at the top of the annual certificate. If he/she agrees to assume responsibility of the permit, please complete the top portion, in its entirety.

The fee for a PM Change is \$35.00. Please download the *Credit Card Authorization Form* (see link below) and submit it with the annual certificate. No other form of payment will be accepted and fees are non-refundable.

FOR OUT OF STATE PHARMACIES:

In addition to the annual certificate and the credit card authorization form, the *Out-of-State Pharmacist / Pharmacy Certification Form* (see link below) also needs to be completed.

Please allow 3-5 business days for the PM change request to be processed and mail it to:

North Carolina Board of Pharmacy
ATTN: MISSY BETZ
6015 Farrington Rd.
Suite 201
Chapel Hill, NC 27517

Questions? Contact mbetz@ncbop.org.

DOWNLOAD [CREDIT CARD AUTHORIZATION FORM HERE](#).

DOWNLOAD [OUT-OF-STATE CERTIFICATION FORM HERE](#).