State of Florida
Department of Business and Professional Regulation
Division of Drugs, Devices, and Cosmetics

Application for Restricted Prescription Drug Distributor–Charitable Organization Permit
Form No.: DBPR-DDC-208

APPLICATION CHECKLIST – IMPORTANT – Include all items on the checklist below with your application to ensure faster processing.

APPLICATION	APPLICATION REQUIREMENTS
Application for Restricted Rx Drug Distributor–Charitable Organization Permit	☐ Enclose the **nonrefundable** biennial fee of **$600.00**, made payable by cashier's check, corporate or business check, or money order to the Florida Department of Business and Professional Regulation or DBPR. ☐ If the applicant answered "Yes" to any question in Section IV, enclose a detailed explanation along with any relevant documentation. ☐ Enclose a copy of the applicant's organizing documents (trust instrument, corporate charter, articles of incorporation, articles of association or other written instrument by which the organization is created under state law). ☐ Enclose written evidence from the IRS that the applicant is recognized as a charitable organization under Section 501(c)(3) of the Internal Revenue Code. ☐ Sign and date the Affidavit section of the application.
	Submit the Completed Application with Enclosures to: Department of Business and Professional Regulation 2601 Blair Stone Road Tallahassee, Florida 32399-1047

PLEASE NOTE:

Telephone, email, and fax contact information is used to quickly resolve questions with applications. If such information is not provided, questions regarding applications will be mailed to the application contact's mailing address and may take longer to resolve.

The disclosure of Social Security numbers is mandatory on all professional and occupational license applications, is solicited by the authority granted by 42 U.S.C. §§ 653 and 654, and will be used by the Department of Business and Professional Regulation pursuant to §§ 409.2577, 409.2598, 499.012(4)(a)5.f, 499.012(8)(o), 499.63(2), and 559.79(3), Florida Statutes, for the efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. It is also required by §559.79(1), Florida Statutes, for determining eligibility for licensure and mandated by the authority granted by 42 U.S.C. § 405(c)(2)(C)(i), to be used by the Department of Business and Professional Regulation to identify licensees for tax administration purposes.

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Form No.: DBPR-DDC-208

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Drugs, Devices and Cosmetics Program, at **850.717.1800.** ***For additional information see the Instructions at the beginning of this application.***

Section I- Application Type

CHECK ONE OF THE APPLICATION TYPES
☐ New Application [3351/1020]
☐ New Application due to Change in Ownership. If checked, provide legal documentation for the change of ownership (i.e. Bill of Sale, stock transfer, merger). [3351/1020]
Current Permit Number _____

Section II – Applicant Information

APPLICANT INFORMATION
TAXPAYER IDENTIFICATION NUMBER OR FEDERAL EMPLOYER IDENTIFICATION NUMBER
This is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. When the number is used for identification rather than employment tax reporting, it is usually referred to as a Taxpayer Identification Number (TIN), and when used for the purposes of reporting employment taxes, it is usually referred to as the Federal Employer Identification Number (FEIN).
Applicant's TIN/FEIN:
FULL LEGAL NAME
The "full legal name" is the complete name of the business entity that will be operating the establishment. This is generally the name that is on the documents that establish the existence or formation of the business entity. For example, a corporation's full legal name would normally be the name that is found in the corporation's articles of incorporation.
Applicant's Full Legal Name:
FICTITIOUS, TRADE OR BUSINESS NAME
If the applicant intends to operate the permitted establishment under a name that is different from the Applicant's Full Legal Name listed above – e.g. fictitious, trade, or business name (also commonly referred to as a "dba", or "doing business as" name) – this name must be registered with the Florida Department of State, Division of Corporations. This is the name that will appear on the permit issued to the applicant by the department and must be the name that the applicant uses on operational documents for permitted activities.
☐ The applicant WILL NOT operate the permitted establishment under a name that is different from the Applicant's Full Legal Name listed above.
☐ The applicant WILL operate the permitted establishment under the following fictitious, trade, or business name: _____
The fictitious, trade, or business name listed directly above, is registered with the Florida Department of State, Division of Corporations and the applicant has been issued the following **registration number**: _____.

APPLICANT'S MAILING ADDRESS		
Street Address or P.O. Box:		
City:	State:	Zip Code (+4 optional):

PHYSICAL ADDRESS OF ESTABLISHMENT TO BE PERMITTED		
Street Address:		
City:	State:	Zip Code (+4 optional):
County (if located in Florida):	Country:	
E-Mail Address:	Phone Number:	Fax Number:

APPLICANT CONTACT			
The application contact is the person that the department will contact if there are questions regarding the responses provided on or the documentation submitted with the application. The application contact is also the person that will receive all official communication from the department regarding the application.			
Last/Surname:	First:	Middle:	Suffix:
Address:			
City:	State:	Zip Code (+4 optional):	
Telephone Number:	Fax Number:		
E-Mail Address:			

EMERGENCY CONTACT - RESIDENCE INFORMATION			
The emergency contact is the person that the department will contact in the case of an emergency. During an emergency, the department will contact this person at times outside of the regular business hours listed below. The contact information provided should be sufficient for the department to actually reach and communicate with the person listed.			
Last/Surname:	First:	Middle:	Suffix:
Position/Title:			
Street Address:			
City:	State:	Zip Code (+4 optional):	
Telephone Number:	E-Mail Address:		

OPERATING HOURS	
List the establishment's daily hours of operation in terms of Eastern Time. – minimum 10 total per week (M-F) between 8:00 a.m. and 5:00 p.m., and at least 2 consecutive hours on at least 1 day. REMEMBER to circle "a.m." or "p.m." for each time indicated below.	
Mon _____:_____ am/pm to _____:_____ am/pm Tue _____:_____ am/pm to _____:_____ am/pm Wed _____:_____ am/pm to _____:_____ am/pm Thu _____:_____ am/pm to _____:_____ am/pm	Fri _____:_____ am/pm to _____:_____ am/pm Sat _____:_____ am/pm to _____:_____ am/pm Sun _____:_____ am/pm to _____:_____ am/pm

Section III – **Ownership Information**

TYPE OF OWNERSHIP	
☐ Corporation	☐ Foundation
☐ Unincorporated Association	☐ Charitable Trust
☐ Community Chest	☐ Other:_____
☐ Fund	

List the state of incorporation or state of organization (except Partnership – General or Sole Proprietorship). Business entities organized under non-U.S. laws list the country of organization.
☐ N/A (Partnership – General or Sole Proprietorship

State or Country:

If the applicant is incorporated, organized or created under the laws of any jurisdiction **other than** Florida, provide the document number for the applicant's registration with the Florida Secretary of State, Division of Corporations:

List name and address of the applicant's registered agent for service of process in Florida (except Sole Proprietorship or Partnership – General) and provide documentation, such as a print out from the Florida Department of State, Division of Corporations' webpage, that the applicant's registered agent is registered with the Florida Department of State, Division of Corporations.
☐ N/A (Partnership – General or Sole Proprietorship)

Name:		
Address:		
City:	State:	Zip Code (+4 optional):

List the name, position/title, social security number, date of birth and address of each owner, partner, member, manager, officer, director, chief executive, or other person who directly or indirectly controls the operation of the business entity, as applicable. For example, corporations would list officers and directors, limited liability companies would list members and managers, etc.

1.	Name & Title:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:

2.	Name & Title:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
3.	Name & Title:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
4.	Name & Title:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
5.	Name & Title:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
6.	Name & Title:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
7.	Name & Title:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
8.	Name & Title:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:

List the name, social security number, date of birth and address of each person who owns 10 percent or more of the outstanding stock or equity interest in the business entity.

1.	Name:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
2.	Name:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:

3.	Name:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
4.	Name:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
5.	Name:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
6.	Name:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
7.	Name:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:
8.	Name:	Social Security #:	Date of Birth:	% of Ownership:
	Street Address:	City:	State:	Zip Code:

List all trade or business names used by the applicant. Use additional sheet(s) if necessary. If the applicant does not use other trade or business names write N/A on the lines below.	

Is the applicant a subsidiary of another company? (If yes, provide a listing of all parent companies with percentages of ownership. Please note: A permit issued pursuant to this applicant is only valid for the applicant's name and address.)	☐ Yes ☐ No
Parent Company Name	% of Ownership

Section IV – Background Questions

BACKGROUND QUESTIONS			
The term "affiliated party" means: (a) a director, officer, trustee, partner, or committee member of a permittee or applicant or a subsidiary or service corporation of the permittee or applicant; (b) a person who, directly or indirectly, manages, controls, or oversees the operation of a permittee or applicant, regardless of whether such person is a partner, shareholder, manager, member, officer, director, independent contractor, or employee of the permittee or applicant; (c) a person who has filed or is required to file a personal information statement pursuant to s. 499.012(9) or is required to be identified in an application for a permit or to renew a permit pursuant to s. 499.012(8); or (d) the five largest natural shareholders that own at least 5 percent of the permittee or applicant. **If you answer "YES" to any questions in Section IV, you must provide detailed explanations in Section V, including requirements for submitting supporting legal documents. If needed, explain on separate sheet(s).**			
1.	☐ Yes If yes, explain in detail in Section V	☐ No	Has the applicant or any "affiliated party" (defined above) been found guilty (regardless of adjudication) or pled nolo contendere in any jurisdiction of a violation of law that directly relates to a drug, device or cosmetic?
2.	☐ Yes If yes, explain in detail in Section V	☐ No	Has the applicant or any affiliated party been fined or disciplined by a regulatory agency in any state (including Florida) for any offense that would constitute a violation of Chapter 499, F.S.?
3.	☐Yes If yes, explain in detail in Section V	☐ No	Has the applicant or any affiliated party been convicted (regardless of adjudication) of any felony under a federal, state (including Florida), or local law?
4	☐Yes If yes, explain in detail in Section V	☐ No	Has the applicant or any affiliated party been denied a permit or license in any state (including Florida) related to an activity regulated under Chapters 456, 465, 499, 893, F.S.?
5	☐Yes If yes, explain in detail in Section V	☐ No	Has the applicant or any affiliated party had any current or previous permit or license suspended or revoked which was issued by a federal, state or local governmental agency relating to the manufacture or distribution of drugs, devices, or cosmetics?
6	☐ Yes If yes, explain in detail in Section V	☐ No	Has the applicant or any affiliated party ever held a permit issued under Chapter 499, F.S. in a different name than the applicant's name? (If yes, provide the names in which each permit was issued and at what address.)

Section V – Explanation(s) for "Yes" response(s) to background question(s)

EXPLANATION

Section VI – Other Permits or Licenses

PERMITS OR LICENSES			
1.	Are there any other permits or licenses issued by any agency of the state of Florida that authorize the purchase or possession of prescription drugs at the applicant's establishment or address? (If yes, provide the name in which the permit is issued, the permit type, permit number, and expiration date. Use additional sheet(s) if necessary.)		☐ Yes ☐ No
1a.	Permit/License Name	Permit/License Type and Number	Expiration Date

Section VII – Prescription Drug Distribution Activity

DISTRIBUTION ACTIVITIES

Generally identify the applicant's intended customers, the persons and entities that will purchase or receive products from the applicant after permit issuance. (**Note**: These individuals/entities must be: nonprofit affiliates authorized to possess prescription drugs; charitable organizations in other countries; or Florida-licensed practitioners authorized to administer or dispense prescription drugs to the applicant's patients)

☐ Manufacturers ☐ Wholesalers ☐ Pharmacies
☐ Hospitals ☐ Practitioners ☐ Clinics
☐ Veterinarians
☐ Other (explain) _____

Identify the types of products the applicant will distribute under this permit.

☐ Human Prescription Drugs
- ☐ Solid Dose
- ☐ Liquids (Oral)
- ☐ Injectables
- ☐ Topical
- ☐ Dental
- ☐ Ophthalmic
- ☐ Compressed Medical Gases

☐ Veterinary Prescription Drugs

☐ Repackaged – From Bulk
☐ Repackaged – From Stock

☐ Refrigerated (Human, Veterinary, API or Otherwise)
☐ Frozen (Human, Veterinary, API or Otherwise)

☐ Active Pharmaceutical Ingredients (If yes, check the applicable box(es) for your customer(s)):
☐ Manufacturers ☐ Pharmacies for Compounding ☐ Other (explain)_____

Controlled Substances: Provide your DEA Number: _____

Check Schedules: ☐ Sch II ☐ Sch III ☐ Sch IV ☐ Sch V

1.	Are products distributed under this permit intended for export? (Note: A permit may be required for freight forwarders handling products in Florida.)	☐ Yes ☐ No

2.	Are all required records stored and maintained at applicant's physical address? (If no, provide the establishment address where all required records will be stored and maintained below.)		☐ Yes ☐ No
2.a.	Physical address where required records are stored Street Address:		
	City:	State:	Zip Code (+4 optional):
3.	Are the required records computerized, automated or stored electronically? If yes, do you have a back-up procedure to be able to provide required records?		☐ Yes ☐ No ☐ Yes ☐ No
4.	Section 499.0121(2), F.S., requires establishments to be equipped with a) an alarm system to detect entry after hours and b) a security system that provides protection against theft or diversion that is facilitated or hidden by tampering with computers or electronic records. Please provide a written description of the alarm and security systems that includes both the type of systems used and how the systems are monitored. Alarm system description included? ☐ Yes ☐ No Security system description included? ☐ Yes ☐ No		
5.	Is there a quarantine area at the applicant's establishment? (If not, please explain on a separate sheet.) Explanation included? ☐ Yes ☐ No		☐ Yes ☐ No
6.	Is the applicant's establishment equipped with adequate climate controls (including refrigerated and freezing storage if appropriate for the applicant's distributed products) to ensure safe storage?		☐ Yes ☐ No
7.	Has the applicant been designated a charitable organization under section 501(c)(3) of the Internal Revenue Code? (If yes, submit a copy of the applicant's organizational documents and the IRS determination or designation.)		☐ Yes ☐ No
8.	Will the applicant be distributing prescription drugs to nonprofit affiliates?		☐ Yes ☐ No
9.	Will the applicant be making daily transfers of prescription drugs to Florida-licensed practitioners authorized to administer and/or dispense prescription drugs for the purpose of administering or dispensing to patients of your charitable organization?		☐ Yes ☐ No
10.	Will the applicant be soliciting and accepting charitable contributions of prescription drugs? (If yes, check all types of prescription drugs you will be soliciting and accepting from below.)		☐ Yes ☐ No
10a.	☐ Prescription Drug Samples ☐ Controlled Substances ☐ Other Prescription Drugs		
11.	Does the applicant have written policies and procedures to include: the receipt, security, storage, inventory, distribution/disposition of prescription drugs; distributing oldest approved stock first (FIFO); identifying, recording and reporting prescription drug losses and thefts; maintenance, retrieval and retention of required records; prescription drug recalls and withdrawals; natural disasters and other emergencies; segregation and destruction of outdated products; temperature and humidity monitoring?		☐ Yes ☐ No

Section VIII – Affidavit

AFFIDAVIT	
Pursuant to s. 559.79, F.S., each application for a license or renewal of a license issued by the Department of Business and Professional Regulation shall be signed under oath or affirmation by the applicant, or owner or chief executive of the applicant without the need for witnesses unless otherwise required by law. Pursuant to s. 559.791, F.S., any license issued by the Department of Business and Professional Regulation which is issued or renewed in response to an application upon which the person signing under oath or affirmation has falsely sworn to a material statement, including, but not limited to, the names and addresses of the owners or managers of the licensee or applicant, shall be subject to denial of the application or suspension or revocation of the license, and the person falsely swearing shall be subject to any other penalties provided by law. I understand that the issuance of a permit by the department only authorizes the applicant to conduct regulated activities in the state of Florida under the name in which the permit is issued. If the permit is issued in the name of a dba the applicant may only conduct business in Florida in the name of the dba.. I further understand that providing additional dba names to the Department as part of the application process is not, upon licensure, an authorization to conduct business in Florida under the name of those additional dba's. I certify that I am empowered to execute this application as required by s. 559.79, F.S. I understand that my signature on this application has the same legal effect as if made under oath. To the best of my knowledge, all information contained on this application is true and correct. I understand the falsification of any information on this application may result in administrative action, including a fine, suspension, or revocation of the license. □	
Signature of Owner or Officer:	Date:
Print Name:	Title:

Mail completed application to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399-1047