

## Pharmacy: Class E

### APPLICANT INFORMATION

Pharmacy Business Name: \_\_\_\_\_

*\*Note: If you are a Sole Proprietor, this is your full legal name.*

DBA(s) if applicable: \_\_\_\_\_

DBA Registration Number(s): \_\_\_\_\_

Utah Division of Corporations Registration Number: \_\_\_\_\_

IRS Employee ID Number (EIN): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Email: \_\_\_\_\_

*Note: All Division notices and communication will be sent to this email.*

Contact Person: \_\_\_\_\_  
First Middle Last

Contact Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Email: \_\_\_\_\_

### AFFIDAVIT AND RELEASE

**I understand that in all areas of this application the words “you”, “I” and “applicant” apply to the entity listed above and all subsidiaries, owners, officers, managers, qualifiers and prior entities for which these individuals have been involved.**

I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, and discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.

I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Department of Commerce, State of Utah, any files, records, or information of any type reasonably required for the Department to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.

I understand that I am responsible to update the Department of any changes relating to my application/license/certification/registration.

I understand that if the application is not complete at the time of submission, it will delay approval and could result in a denial.

**I declare under criminal penalty under the law of Utah that this application is true and correct.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

## PRIVACY NOTICE

The information you provide on this form will be used to determine your eligibility for a license, registration, or certification in Utah. Failure to provide complete information as requested will result in the denial of your request as incomplete.

Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit <https://dopl.utah.gov/records>

To comply with legal and regulatory requirements, we may share limited information about your license, registration, or certification with authorized parties. This may include government agencies, national databases, and contracted vendors. Shared information may include issue date, status, expiration date, disciplinary actions, and your name or other direct identifiers.

We may also share aggregated and de-identified data (e.g., education levels, exam pass rates, length of licensure, etc.) with relevant stakeholders for data analysis and reporting purposes.

## ACKNOWLEDGEMENT:

Your signature acknowledges receipt of this information.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

## REASON FOR APPLICATION

*Select all that apply*

**NOTE: that a Surrender Form is required for Change of Name, Change of Location, or Change of Ownership**

**New Facility** Anticipated Open Date: \_\_\_\_\_

**Change of Name** Utah License Number: \_\_\_\_\_  
Current Name: \_\_\_\_\_  
Effective Date of Change: \_\_\_\_\_

**Change of Location** Utah License Number: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Proposed Date of Change: \_\_\_\_\_

**Change of Ownership of Existing Pharmacy** Utah License Number: \_\_\_\_\_  
Effective Date of Change: \_\_\_\_\_

## CLASS E SUBTYPE

***Please select all the subtypes that apply:***

- |   |   |
|---|---|
| <input type="checkbox"/> Analytical Laboratory<br><input type="checkbox"/> Animal Control<br><input type="checkbox"/> Animal Narcotic Detection Training<br><input type="checkbox"/> Durable Medical Equipment<br><input type="checkbox"/> Non-Drug or Device Handling Central Order Processing | <input type="checkbox"/> Medical Gas Provider<br><input type="checkbox"/> Third Party Logistics Provider<br><input type="checkbox"/> Veterinarian Pharmaceutical Facility<br><input type="checkbox"/> Human Clinical Investigational Drug Research Facility |
|---|---|

## BUSINESS ENTITY ORGANIZATION

**Please select entity type:**

- |   |  |
|---|--|
| <input type="checkbox"/> Corporation<br><input type="checkbox"/> Business Trust<br><input type="checkbox"/> General Partnership<br><input type="checkbox"/> Limited Liability Company<br><input type="checkbox"/> Limited Partnership<br><input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Sole Proprietorship<br><br><i>If registered as sole proprietorship, complete the section below.</i> |
|---|--|

## SOLE PROPRIETORSHIP APPLICANTS ONLY

Full Legal Name: \_\_\_\_\_  
FirstMiddle Last

All Previous Legal Names: \_\_\_\_\_

Other DOPL Licenses Held: \_\_\_\_\_

SSN:\* \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\* If you don't have a social security number, please follow the instructions on the last page.

Please select one:

- I am a United States citizen or a non-citizen of the United States who is lawfully present.  
 I am a foreign national not physically present in the United States.  
 None of the above, please explain: \_\_\_\_\_

Driver License or State ID Card: \_\_\_\_\_  
State of Issue License Number Expiration Date

**NOTE: If you do not hold a US Driver License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of lawful presence in the United States.**

## QUALIFYING QUESTIONNAIRE

**Do not leave any question blank.**

*DOPL may request additional documentation if the information submitted is insufficient.*

1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you EVER had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, resigned, or surrendered while under investigation, or otherwise <b>disciplined in any way</b> ?
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you CURRENTLY have <b>any criminal action active or pending</b> ?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	WITHIN THE PAST 10 YEARS, have you pled <b>guilty</b> to, <b>no contest</b> to, entered into a <b>plea in abeyance</b> , or been <b>convicted</b> of a <b>misdemeanor</b> in any jurisdiction?
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you EVER pled <b>guilty</b> to, <b>no contest</b> to, entered into a <b>plea in abeyance</b> , or been <b>convicted</b> of a felony in any jurisdiction?

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. If you answered "Yes" to questions 2, 3, or 4 you must submit the following for EACH and EVERY incident:

- **personal account of the incident**
- **court record(s)**
- **police report(s)**
- **probation/parole officer report(s)**

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

Please **DISCLOSE** the following:

- charges that were later held in abeyance (plea in abeyance), diverted, reduced, or dismissed.
- motor vehicle offenses such as driving while impaired or intoxicated.
- if you are restricted from possession, purchase, transfer, or ownership of a firearm or ammunition (even if your restriction is based on a non-reportable juvenile conviction).

You do **NOT** need to disclose:

- minor traffic offenses such as parking or speeding violations.
- juvenile offenses, unless you were tried as an adult.
- legally expunged or sealed criminal history incidents.

For more information, see DOPL's [criminal history FAQs](#).

## OUT OF STATE – PHARMACY INFORMATION

*If your pharmacy is located outside of Utah, please complete the following section. For the purpose of this section, "state" refers to the state where the facility is physically located. If a licensure is not required in your state, please include a certified letter from the state Board of Pharmacy indicating that your business is exempt from licensure.*

State License Number: \_\_\_\_\_

State License Classification: \_\_\_\_\_

State of Licensure: \_\_\_\_\_ Date of last state inspection: \_\_\_\_\_

Patient Toll Free Contact Telephone Number: \_\_\_\_\_

Days and hours of availability for patient counseling: \_\_\_\_\_

- Yes  No The pharmacy provides each patient with written competent counseling.
- Yes  No The pharmacy provides each patient with a toll-free telephone number by which the patient may contact a competent pharmacist at the pharmacy during normal business hours to receive oral counseling.

## MEDICAL QUALIFYING QUESTIONNAIRE

**Read thoroughly and answer each question. Do not leave any question blank.**

*A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.*

1. Have your rights, privileges, and/or participation ever been denied, conditioned, curtailed, limited, restricted, suspended or revoked in any way by:

- Yes  No a hospital or health care facility  
 Yes  No Medicaid, Medicare or any other state or federal health care payment reimbursement program  
 Yes  No the Federal Drug Enforcement Administration or any state drug enforcement agency  
 Yes  No malpractice insurance coverage  
 Yes  No other entity: \_\_\_\_\_

2. Have you ever been permitted to resign or surrender any rights, privileges and/or participation while under investigation or while action was pending against you from:

- Yes  No a hospital or health care facility  
 Yes  No Medicaid, Medicare or any other state or federal health care payment reimbursement program  
 Yes  No The Federal Drug Enforcement Administration or any state drug enforcement agency  
 Yes  No malpractice insurance coverage  
 Yes  No other entity: \_\_\_\_\_

3. Is any action pending against you now by:

- Yes  No a hospital or health care facility  
 Yes  No Medicaid, Medicare or any other state or federal health care payment reimbursement program  
 Yes  No the Federal Drug Enforcement Administration or any state drug enforcement agency  
 Yes  No malpractice insurance coverage  
 Yes  No other entity: \_\_\_\_\_

4.  Yes  No Have you been named as a defendant in a malpractice suit?

5.  Yes  No Have you ever had office monitoring, practice curtailments, individual surcharge assessments based upon specific claims history, or other limitation, restrictions or conditions imposed by any malpractice carrier?

If you answered "Yes" to question 4, you must submit a complete narrative of the circumstances and a National Practitioner Data Bank report outlining all professional liability claims made against your license and any settlements paid by or on your behalf. NPDB website: <http://www.npdb.hrsa.gov>.

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

## NATIONAL PROVIDER IDENTIFIER (NPI)

Your NPI: (if applicable) \_\_\_\_\_

## CONTROLLED SUBSTANCE LICENSE (optional)

*If you are applying for a controlled substance license, you must read and sign the affidavit below.*

1. I have reviewed and understand that I must abide by the additional laws and rules that govern the practice of my profession as it pertains to controlled substances.
2. I understand that there may be additional continuing education requirements for those who hold a controlled substance license.
3. I understand it is required that I hold a valid Federal Drug Enforcement Administration (DEA) registration.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** In addition to signing this affidavit, you must complete the items listed on the CONTROLLED SUBSTANCE LICENSE checklist at the end of this application to obtain a Controlled Substance License.

## RESPONSIBLE INDIVIDUAL

**NOTE:** In addition to completing this section, you must submit two completed fingerprint cards for the Responsible Individual. See the information below and the checklist at the end of this application for more information.

Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female

\* If you don't have a social security number, please follow the instructions on the last page.

By signing below, I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Fingerprints submitted with this application are used to complete a search through the files of the Utah Bureau of Criminal Identification (BCI) and the Federal Bureau of Investigations (FBI). Prior to submitting fingerprints, you must read and acknowledge, by signing the affidavit below, the Privacy Act Statement found at: <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>. Physical copies of this statement may also be obtained upon request from the Division.

The criminal record information obtained by this search will be used by Division staff to evaluate your ability to obtain licensure in Utah. You may challenge or review your criminal record. For additional information regarding the challenge or review process, please see below.

By signing below, you acknowledge receipt of this information and consent to the background check process described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pharmacy Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please see our website, [www.dopl.utah.gov/fingerprints.html](http://www.dopl.utah.gov/fingerprints.html), for required information and approved locations to obtain fingerprints.

Completed fingerprint cards can be mailed to:

**Division of Professional Licensing  
P.O. Box 146741  
Salt Lake City, UT 84114-6741**

**REVIEW OF YOUR CRIMINAL RECORD:** If you wish to review or challenge the accuracy of the information in your FBI record, you should contact the agency that contributed the information in question. You may also direct the challenge to the FBI. Please see their website at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. You may also contact them via mail at: FBI: CJIS Division, Attn. Criminal History Analysis Team 1, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will forward the challenge to the respective agency.

If you wish to review or challenge the accuracy of the information in your BCI record, you must complete the required "Record Challenge Form", available at: <https://bci.utah.gov/criminal-records/criminal-records-forms/>, and submit it directly to BCI.

Agency review of a licensing decision based on your criminal record may be obtained by filing a written request for agency review with the Executive Director of the Department of Commerce within thirty (30) days after notification of the decision. Any such request must comply with the requirements of [Utah Code § 63G-4-301](#) and [Utah Admin. Code R151-4-902](#).

## RESPONSIBLE INDIVIDUAL – ALTERNATE

*All Class E pharmacies are required to identify an alternative to the on-site supervisor or director responsible. This individual can be a supervisor, manager or owner of the facility and must have the authority to ensure compliance with the laws, rules and regulations governing the practice of pharmacy.*

**NOTE:** In addition to completing this section, you must submit two completed fingerprint cards for the Responsible Individual. See the information below and the checklist at the end of this application for more information.

Full Legal Name: \_\_\_\_\_  
First Middle Last

License Number \_\_\_\_\_ State of Issue: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female

\* If you don't have a social security number, please follow the instructions on the last page.

By signing below, I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Fingerprints submitted with this application are used to complete a search through the files of the Utah Bureau of Criminal Identification (BCI) and the Federal Bureau of Investigations (FBI). Prior to submitting fingerprints, you must read and acknowledge, by signing the affidavit below, the Privacy Act Statement found at: <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement> . Physical copies of this statement may also be obtained upon request from the Division.

The criminal record information obtained by this search will be used by Division staff to evaluate your ability to obtain licensure in Utah. You may challenge or review your criminal record. For additional information regarding the challenge or review process, please see below.

By signing below, you acknowledge receipt of this information and consent to the background check process described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pharmacy Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please see our website, [www.dopl.utah.gov/fingerprints.html](http://www.dopl.utah.gov/fingerprints.html), for required information and approved locations to obtain fingerprints.**

Completed fingerprint cards can be mailed to:  
**Division of Professional Licensing**  
**P.O. Box 146741**  
**Salt Lake City, UT 84114-6741**

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**PHARMACY INSPECTION REFERRAL**

Pharmacy Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_

**Responsible Individual\*:**

*\*a responsible individual is defined as a **Pharmacist-in-charge, Dispensing-medical-practitioner-in-charge, Designated representative, or Remote dispensing pharmacist-in-charge***

Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
First Last

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Email: \_\_\_\_\_

**Local Pharmacy Contact:**

Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
First Last

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Email: \_\_\_\_\_

**Date Beginning Operations:** \_\_\_\_\_ **Hours of Operation:** \_\_\_\_\_

I acknowledge the Division's authority to inspect the licensee's business premises pursuant to [Utah Code § 58-17b-103](#). I understand that all entities licensed under [Utah Code § 58-17b-302](#) shall comply with all state and federal laws and regulations relating to the practice of pharmacy, and that by making this application for licensure, attest to full compliance with said laws.

I acknowledge that whenever an applicable statute or rule requires or prohibits action by a pharmacy, the responsible individual and the owner of the pharmacy shall be responsible for all activities of the pharmacy, regardless of the form of the business organization.

I understand that a conditional pharmacy license may be issued to this pharmacy pending inspection and verification of compliance with the operating standards that apply to the practice of pharmacy. The outcome of the inspection is necessary to determine whether all licensure requirements are met, and a conditional pharmacy license is not renewable.

I attest that the information contained in this application is truthful, correct and complete. I understand that it is unlawful and punishable as a Class A Misdemeanor to deal with DOPL or the Licensing Board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

Signature of Responsible Individual: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Official Use Only</b>	
License Number(s): _____	Expiration: _____
Licensing Specialist: _____	Date of Referral: _____
Notes:	

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**BEFORE THE  
DIVISION OF PROFESSIONAL LICENSING  
DEPARTMENT OF COMMERCE OF THE STATE OF UTAH**

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IN THE MATTER OF THE LICENSE(S) ISSUED TO: \_\_\_\_\_

PHARMACY LICENSE NUMBER: \_\_\_\_\_

CONTROLLED SUBSTANCE LICENSE NUMBER: \_\_\_\_\_

TO ACT AS A: \_\_\_\_\_ PHARMACY WITHIN THE STATE OF UTAH.  
*(License Classification)*

LICENSEE and the DIVISION OF PROFESSIONAL LICENSING ("Division") of the Utah Department of Commerce, upon acceptance by the Division agree as follows:

1. Licensee hereby tenders its license as a \_\_\_\_\_ Pharmacy to the Division, informing the Division that it wishes to surrender it to the Division.

2. Licensee affirms that it is offering to surrender its license because of the closure of the Pharmacy on:

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

That such closure is due to a change in (please check one):

NAME    LOCATION    OWNERSHIP    N/A (Specify) \_\_\_\_\_

3. Licensee admits the jurisdiction of the Division over it and over the subject matter of its request.

4. Licensee affirms that it is offering to surrender its license voluntarily of its own free will and choice without any undue inducement, coercion, or threat from any source, and that the only promises or understandings it has obtained from the Division regarding the surrender of its license are those contained in this Agreement.

5. This agreement is not a finding of unprofessional or unlawful conduct nor is it disciplinary action against the Licensee. The Division retains any jurisdiction to subsequently initiate disciplinary proceedings for any conduct the Licensee may have engaged in prior to the date of this agreement or may engage in subsequent to the date of this agreement.

6. Licensee understands that it will not receive any refund of license or renewal fees previously paid to the Division.

7. Licensee agrees to remove any type of pharmacy advertising which would constitute a violation of Utah Code Ann. § 58-17b-501 (3)(b).

**8. Licensee affirms that notification to the Division and compliance has been made as required in Utah Administrative Code R156-17b-604 and Utah Code Annotated § 58-17b-614.**

**9. If the surrender of a license(s) by the Licensee is due to a name change, change in ownership or location which will take place subsequent to the issuance of a new license(s), the Licensee affirms that, upon the Divisions, issuance of the new license(s), the Licensee will within 10 days surrender to the Division the former license(s) by completing this form and submitting it to the Division.**

10. Licensee affirms the original Pharmacy licenses are attached and included with this document.

11. The undersigned affirms that they have the authority to enter into this agreement on behalf of the Licensee.

Licensee Owner/Responsible Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## APPLICATION CHECKLIST AND INSTRUCTIONS

*NOTE: Incomplete applications will be denied.*

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information, which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

**If you do not have a valid Social Security number**, you must submit your Individual Taxpayer Identification Number (ITIN), Alien Registration Number (A-number), or a copy of an unexpired government issued passport from your country of residence and an intent-to-hire letter from a Utah based employer ([Utah Admin. Code R156-1-301](#)). Submission of the above documents may require additional documents to demonstrate lawful presence ([Utah Code § 63G-12-402 \(3\)\(k\)](#)).

**Class E Pharmacy** is defined as a pharmacy that doesn't qualify as classes A through D. For additional information, contact the Division at 801-530-6628 or by email: [b3@utah.gov](mailto:b3@utah.gov).

### ALL APPLICANTS

All applicants are required to submit the following items to complete the application:

- \$200.00 non-refundable application-processing fee, made payable to "DOPL".
- \$64.00 non-refundable Fingerprint Processing fee (\$32 each) for the Responsible Individual and their Direct Supervisor.  
*Note: If the Responsible Individual is the Sole Owner, and has no direct supervisor, please include a copy of the company's organizational chart and only \$32.00.*
- Fingerprints to be used by DOPL for a fingerprint search through the files of the Utah Bureau of Criminal Identification (BCI) and the Federal Bureau of Investigations (FBI). Please see our website, [www.dopl.utah.gov/fingerprints.html](http://www.dopl.utah.gov/fingerprints.html), for required information and approved locations to obtain fingerprints
- Official verification, from the Board of Pharmacy of the state where the pharmacy is physically located, indicating licensure in good standing.
- Copy of a current license for the Pharmacist-in-Charge if a Central Order Processing Facility.
- If the Pharmacy is located INSIDE Utah, a Completed "Pharmacy Inspection Referral" found in this application.
- If the Pharmacy is located OUTSIDE Utah, submit a COPY of your most recent state or NABP inspection.
- If applying for an Analytical Laboratory, Animal Euthanasia, Animal Narcotic Detection Training or Human Clinical Investigational Drug Research Facility license, you must provide a complete list of all drugs that you are requesting authorization to have on site.
- Surrender Form if application is due to **Change of Name, Change of Location, or Change of Ownership**.

### OPTIONAL CONTROLLED SUBSTANCE LICENSE

If your practice will include dispensing controlled substances to any person other than an inpatient in a licensed health care facility, you must apply for a Utah Controlled Substance License by submitting the following:

- \$100.00 non-refundable application-processing fee, made payable to "DOPL".
- Complete the "Utah Controlled Substance Law and Rule Affidavit" found on page 5 of this application.

**\*NOTE:** *In addition to the Utah Controlled Substance License, you must hold a valid **Federal Drug Enforcement Administration (DEA)** registration.*

Submit the above items with your completed application to:

By US Postal Service:

**Division of Professional Licensing  
PO BOX 146741  
Salt Lake City, UT 84114-6741**

By in-person or express delivery:

**Division of Professional Licensing  
Heber M Wells Building, 1st Floor  
160 E 300 S  
Salt Lake City, UT 84114**

If you have questions, please contact the Division at 801-530-6628 or by email: [b3@utah.gov](mailto:b3@utah.gov).

**Applications are not accepted by email.**