

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

Application for Restricted Prescription Drug Distributor – Reverse Distributor permit
Form No.: DBPR-DDC-209

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

APPLICATION	APPLICATION REQUIREMENTS
Application for Restricted Rx Drug Distributor –Reverse Distributor permit	<input type="checkbox"/> Enclose the nonrefundable biennial fee of \$750.00, which includes \$600.00 application fee and \$150.00 initial application/on-site inspection fee. <input type="checkbox"/> Make cashier’s check, corporate or business check, or money order payable to the Florida Department of Business and Professional Regulation or DBPR. <input type="checkbox"/> If the applicant <u>answered</u> “Yes” to any question in Section IV, enclose a detailed explanation along with any relevant documentation. <input type="checkbox"/> 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, FL 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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Application for Restricted Prescription Drug Distributor – Reverse Distributor permit
Form No.: DBPR-DDC-209

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Division of Drugs, Devices and Cosmetics, 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
<input type="checkbox"/> New Application [3352/1020]
<input type="checkbox"/> 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). [3352/1020] 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).
Federal Employer Identification Number (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.
<input type="checkbox"/> The applicant WILL NOT operate the permitted establishment under a name that is different from the Applicant’s Full Legal Name listed above.
<input type="checkbox"/> 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 Florida address):	Country:		
E-Mail Address:	Phone Number:	Fax Number:	
APPLICATION 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			
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	Fri ____:____ am/pm to ____:____ am/pm
Tue ____:____ am/pm to ____:____ am/pm	Sat ____:____ am/pm to ____:____ am/pm
Wed ____:____ am/pm to ____:____ am/pm	Sun ____:____ am/pm to ____:____ am/pm
Thu ____:____ am/pm to ____:____ am/pm	

Section III – Ownership Information

TYPE OF OWNERSHIP				
<input type="checkbox"/> Publicly Held Corporation	<input type="checkbox"/> Closely Held Corporation	<input type="checkbox"/> Limited Liability Company		
<input type="checkbox"/> Charitable Organization—501(c)(3)	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Government		
<input type="checkbox"/> Partnership – General	<input type="checkbox"/> Professional Corporation or Association	<input type="checkbox"/> Professional Limited Liability Company		
<input type="checkbox"/> Partnership – Other, Including Limited Liability Partnership and Limited Partnership	<input type="checkbox"/> Other: _____			
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. <input type="checkbox"/> N/A (Partnership – General or Sole Proprietorship)				
State or Country:				
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. <input type="checkbox"/> N/A (Partnership – General or Sole Proprietorship)				
Name:				
Address:				
City:		State:	Zipcode (+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, using additional sheet(s) if necessary. <u>Note</u> : A permit issued pursuant to this application is only valid for the applicant and the applicant's name and address.)				<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent Company Name		% of Ownership		

Section IV – Background Questions

BACKGROUND QUESTIONS			
<p>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.</p> <p>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).</p>			
1.	<input type="checkbox"/> Yes If yes, explain in detail in Section V	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes If yes, explain in detail in Section V	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes If yes, explain in detail in Section V	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes If yes, explain in detail in Section V	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes If yes, explain in detail in Section V	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes If yes, explain in detail in Section V	<input type="checkbox"/> 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 in the spaces provided below.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Permit/License Name	Permit/License Type and License Number	Expiration Date
2.	Is the applicant licensed in any other state as a manufacturer, wholesaler, or any other title for any activity related to prescription drugs? (If yes, provide a listing of all states where licensed, including title of license, license number, and expiration dates in the spaces provided below. Use additional sheets of paper if needed.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
	State	Permit/License Type and License Number	Expiration Date

Section VII – Prescription Drug Distribution Activity

DISTRIBUTION ACTIVITIES			
Generally identify the applicant's intended customers, i.e., the types of owner establishments for which the applicant will be handling, processing and removing prescription drugs for return to the manufacturer, source or other person authorized by law to arrange destruction of prescription drugs.			
<input type="checkbox"/> Manufacturers <input type="checkbox"/> Wholesalers <input type="checkbox"/> Pharmacies <input type="checkbox"/> Hospitals <input type="checkbox"/> Practitioners <input type="checkbox"/> Clinics <input type="checkbox"/> Veterinarians <input type="checkbox"/> Other (explain) _____			
Identify the types of products the applicant will engage in the handling, processing, removal, and distribution of under this permit. Check all that apply.			
<input type="checkbox"/> Human Prescription Drugs <input type="checkbox"/> Veterinary Prescription Drugs <input type="checkbox"/> Solid Dose <input type="checkbox"/> Repackage – From Bulk <input type="checkbox"/> Liquids (Oral) <input type="checkbox"/> Repackage – From Stock <input type="checkbox"/> Injectables <input type="checkbox"/> Refrigerated (Human, Veterinary, API or Otherwise) <input type="checkbox"/> Topical <input type="checkbox"/> Frozen (Human, Veterinary, API or Otherwise) <input type="checkbox"/> Dental <input type="checkbox"/> Ophthalmic <input type="checkbox"/> Compressed Medical Gases			
<input type="checkbox"/> Active Pharmaceutical Ingredients (If yes, check the applicable box(es) for your customers): <input type="checkbox"/> Manufacturers <input type="checkbox"/> Pharmacies for Compounding <input type="checkbox"/> Other explain _____			
Controlled Substances: Provide your DEA Number: _____			
Check Schedules: <input type="checkbox"/> Sch II <input type="checkbox"/> Sch III <input type="checkbox"/> Sch IV <input type="checkbox"/> 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.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Are all required records stored and maintained at applicant's physical address? (If no, provide the establishments address where all required records will be stored and maintained below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	Physical address where required records are stored Street Address:		
	City:	State:	Zip Code (+4 optional):
4.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	Is the applicant's establishment equipped with an alarm system to detect entry after hours and a security system protecting against theft and diversion? (If yes, provide the types and descriptions of those systems on a separate sheet.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	Is there a quarantine area at the applicant's establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	Does any of the applicant's owners, officers, or managers also own any interest in or hold any type of managerial relationship with a prescription drug wholesaler or prescription drug manufacturer? (If yes, disclose the	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	person's name, position, and complete details of the relationship, including the name and address of the wholesaler or manufacturer in the spaces provided below. Use additional sheets of paper if needed.)		
8.a.	Name, Position, and Relationship	Name and Address of Wholesale or Manufacturer	Permit/License Number
9.	Is there a prescription drug manufacturing or wholesaling establishment adjacent (next to) your establishment?		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	How will the inventory of prescription drugs that will be sent to your facility be prepared? <input type="checkbox"/> Prepared by sender <input type="checkbox"/> Prepared by applicant at sender's facility <input type="checkbox"/> Prepared by applicant's contractor at senders facility		
11.	Will the applicant perform destruction activities? (If yes, answer questions 12 and 13 below and skip question 14. If no, skip questions 12 and 13 and answer question 14.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Identify the destruction activities the applicant will perform. <input type="checkbox"/> Transporting Prescription Drugs as a Contract Carrier <input type="checkbox"/> Warehousing Prescription Drugs Awaiting Destruction <input type="checkbox"/> Destroying Prescription Drugs through: <input type="checkbox"/> Incineration <input type="checkbox"/> Burying <input type="checkbox"/> Other: _____		
13.	Are you responsible for preparing the "Certificate of Destruction?" (If no, indicate on the line below who is responsible.) _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	List all companies that will provide the destruction services for you and/or locations to which you will send prescription drugs other than back to the manufacturer of the products in the spaces provide below. (Use additional sheets of paper if needed.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
14.a.	Permit Name	Physical Address	Permit/License Number

15.	Does the applicant have written policies and procedures to include: the receipt, security, storage, inventory, distribution/disposition of prescription drugs); identifying, recording and reporting prescription drug losses and thefts; maintenance, retrieval and retention of required records; natural disasters and other emergencies; segregation and destruction of products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Provide the date the establishment will be ready and available for inspection. This is the earliest date the application may be deemed complete.	____/____/20____

Section VIII – Affidavit

AFFIDAVIT	
<p>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.</p> <p>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.</p> <p>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..</p> <p>I further understand that providing additional dba or d/b/a 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.</p> <p>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.</p>	
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