



New Mexico Regulation and Licensing Department

BOARDS AND COMMISSIONS DIVISION

Board of Pharmacy

5500 San Antonio Drive NE Suite C • Albuquerque, New Mexico 87109
(505) 222-9830 • Fax (505) 222-9845 • (800) 565-9102
<http://www.rld.state.nm.us/boards/pharmacy.aspx>

REQUEST FOR FACILITY INSPECTION

FEE: \$150

Applications and fees must accompany each; otherwise processing time will be delayed.
Retain a copy of both the application and form of payment for future reference.

Pursuant to 61-11-14 F (7), NMSA 1978, this request and the inspection fee of \$150.00 is to be submitted to the New Mexico Board of Pharmacy, not less than 14 days prior to the date the inspection is requested.
Applicant and inspector will mutually set the specific time and date for inspection.

Name of Business: _____ Phone # _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Web Address: _____

NM Board of Pharmacy license No.: _____ Needed for Remodel/Change of location only

Registration Class: _____ (Pharmacy, Clinic, EMS, HHC, Hospital, Wholesale)

Check One: New Remodel Change of Location

Change of Ownership

FOR CHANGE OF OWNERSHIP of a current New Mexico license:

Current NM license name: _____

License number (s): _____ Exp. Date: _____

Effective date of ownership change: _____

I am requesting a pre-licensing inspection, of this facility, during the week prior to the _____ Board meeting.

Please notify the Board if this date changes.

FOR TEMPORARY LICENSE

I am requesting a temporary license in order that this facility may open for business on/around (Date) _____
(A deficiency free pre-licensing inspection is required.)

Name and phone/cell number of person inspector will contact for inspection

Name and Title of agent: _____ Telephone Number(s): _____

Signature: _____ Date: _____

The authorized agent will be contacted to arrange the pre-licensing inspection.

If this area is left blank form will be returned.

NOTE: The following items must be completed before inspection is made:

1. All necessary applications submitted to the Board.
2. All fees submitted.
3. All fixtures in facility are in place, but no prescription drugs present (New applicants only).
4. All construction has been completed.
5. All equipment, references, and Board Regulations are present, or an invoice showing item has been ordered by supplier
6. A floor plan with dimensions or blueprints has been submitted.

Failure to comply with any of the above may result in delay of licensure.

If facility is not ready for inspection on the date arranged, you must notify the Board office.

If the inspector finds that the facility is not ready, there will be an additional fee of \$150.00 for a return visit.

A new Request-for-Inspection must be submitted.