

MISSISSIPPI BOARD OF PHARMACY

6360 I55 North, Suite 400, Jackson, MS 39211
Phone (601) 899-8880 : Fax (601) 899-8851



DATE: August 16, 2019
TO: **ALL PERMITTED DRUG FACILITIES**
FROM: Susan McCoy, Executive Director
SUBJECT: **NOTICE OF DRUG FACILITY PERMIT RENEWAL**

- Our records indicate that your Drug Facility Permit **expire on December 31, 2019**. This permit may be renewed online on a secure server : https://elicense.mbp.state.ms.us/portal_logon.aspx. In the event you are not eligible or able to complete the renewal of your permit in the online module, please utilize the downloadable renewal application(s). All renewals must be completed online or returned to our office no later than December 31, 2019. A renewal fee of **\$500.00** must be included with the renewal application(s) and a **\$50** Controlled Substance Renewal Fee (if applicable).
 - A late fee of **\$250.00** will be added to all renewals received online after 11:59 P.M. CST on December 31, 2019 or in hardcopy form postmarked after December 31, 2019. If your renewal packet is postmarked after December 31, 2019, and the late fees are not included, your entire renewal packet will be returned to you. Your permit/registration will become null and void if the renewal is not processed online or if the renewal application and fees are not received postmarked by December 31, 2019. The fact that your packet is received by December 31, 2019 only means you will not be assessed a late fee. Due to the volume of applications received your renewal may not be processed for several days. Your registration is not valid until processed. **Please do not wait until the last minute to renew.**
- Please inform the Board on the downloadable renewal application if your business name, designated representative or address has changed. **Such amendments cannot be processed via the online renewal process. Please use the Amendment to Permit Form located on our website:**
http://www.mbp.ms.gov/Documents/Licensing/Drug_Facility_Permit/Change_Form_For_Permit_8_2018.pdf
- Please include a valid email address, DEA number, and your tax identification number (TID, TIN or FEIN) on your renewal. If we do not have your tax identification number in the Board's database, you will not be able to access the online renewal system the Board will implement in the future.

If you do not wish to renew your Drug Facility Permit, please complete the lower portion of this form and return to the Board office. It is imperative that you notify the Board appropriately.

- We are no longer performing services as a: Manufacturer, Virtual Manufacturer, Virtual Wholesaler, Third Party Logistics Provider, Veterinary Drug Distributor or Reverse Distributor in the State of Mississippi and do not wish to renew our Drug Facility Permit: _____

Drug Facility Name

Permit Number

Please return this form ONLY if you do not wish to renew your Drug Facility Permit Application.

[**CLICK HERE TO RENEW**](#)

***NOTE: IF YOUR LICENSE OR PERMIT IS NOT RENEWED BY DECEMBER 31, 2019, IT IS EXPIRED. THE BOARD MAY IMPOSE A MONETARY PENALTY OF NOT MORE THAN ONE THOUSAND DOLLARS (\$1000.00) PER DAY UPON ANY PERSON OR BUSINESS THAT PRACTICES OR DOES BUSINESS WITHOUT THE REQUIRED LICENSE, REGISTRATION, OR PERMIT. MISS. CODE ANN. 73-21-103 PARAGRAPH 1 (D) (VII).**