



Rick Scott  
Governor

Steven L. Harris, M.D., M.Sc.  
Interim State Surgeon General

Dear Pharmacy Manager:

This is a reminder that effective July 1, 2012, in order for a community pharmacy to dispense controlled substances listed in Schedule II or Schedule III, as provided in section 893.03, Florida Statutes, the pharmacy must be re-permitted by the Board of Pharmacy. If you have not submitted the application and would like to dispense controlled substances listed in Schedule II or Schedule III please follow the steps below:

**1st Step: Update your owners and officers by using the Pharmacy Administrator Account:**

To update or verify owners and officers please visit <http://ww2.doh.state.fl.us/mqaservices/login.asp>. The Pharmacy Administrator Account allows you to add and/or verify all owners and officers of the pharmacy online and link multiple pharmacy permits that are under the same ownership. You may fax a request for an administrator account if you do not presently have one to the Board of Pharmacy in letter format and include: the business name, mailing address, phone number, Federal Tax ID Number, and the name and e-mail address of the contact person to (850) 413-6982. The User ID and Password for this account will be sent by e-mail to the contact person within five business days.

**2nd Step: Fingerprints:**

All owners, officers, and prescription department managers (PDM) are required to submit a set of fingerprints under section 465.022, Florida Statutes. However, corporations having more than \$100 million of business taxable assets in this state need only submit fingerprints for their PDM or representative. If the PDM's fingerprints are on file with the Department of Health and are less than one year old, the PDM will not have to resubmit fingerprints.

The Department of Health accepts electronic fingerprinting offered by Live Scan device vendors that are approved by the Florida Department of Law Enforcement. For a list of approved Live Scan vendors please visit our website at [http://www.doh.state.fl.us/mqa/pharmacy/info\\_Florida\\_LiveScan\\_Vendors.pdf](http://www.doh.state.fl.us/mqa/pharmacy/info_Florida_LiveScan_Vendors.pdf).

**3rd Step: Submit the Re-Permitting Application:**

Submit the application online at <https://ww2.doh.state.fl.us/mqaservices/login.asp?mult=&pass=Y> by logging in to your Pharmacy account using your Pharmacy User ID and Password. If you do not have your log-in information, please contact our office at (850) 245-4292 for assistance. Please note that the user ID and password for the Administrator Account are different than the Pharmacy user ID and password.

For more information visit the Community Pharmacy Re-permitting webpage at: [http://www.doh.state.fl.us/mqa/pharmacy/ph\\_repermit.html](http://www.doh.state.fl.us/mqa/pharmacy/ph_repermit.html)

Sincerely,

Mark C. Whitten  
Executive Director

Courtesy of

