

*New Mexico Board of Pharmacy
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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.
Mail early-5-10 days processing time once application is received

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 number: _____
Address: _____ City: _____ State: _____
Zip: _____
Email: _____ Web Address: _____
NM Board of Pharmacy license No.: _____ (N/A if applied for)

Registration Class: _____ (Pharmacy, Clinic, EMS, HHC, Hospital, Wholesale)
New: _____ Change of Ownership: _____ Remodel: _____ Change of Location: _____

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 Title of agent: _____ Telephone #: _____

Signature: _____ Date: _____

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

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.