

**STATE BOARD OF PHARMACY**

800 SW Jackson, Suite 1414  
 Topeka, Kansas 66612-1244  
 www.pharmacy.ks.gov (785)296-4056  
 pharmacy@ks.gov Fax (785) 296-8420

**REGISTRATION APPLICATION:**

**Distributor:**  
**Nonprescription Drugs**  
**Form BA-06**

All applications must be typed, be complete, and include all fees and supporting documentation before they will be processed by staff.

**WHEN TO USE THIS FORM**

Use this form if the facility does not have a wholesale distributor registration/permit and is distributing only Nonprescription Drugs to entities other than a consumer or patient.

**FEEES**

Enclose a check or money order payable to the Kansas State Board of Pharmacy in the amount of \$50.00. Fees are nonrefundable.

**INSTRUCTIONS**

**The following documents are required for the application to be complete:**

- Copy of current registration or permit issued by state of residence
- List of other states in which registered, with permit numbers
- List of all manufacturers, wholesale distributors, third party logistics providers, outsourcing facilities, and dispensers with which applicant is doing business in Kansas
- List of all trade or business names used by the owner
- Detailed explanation of applicant's experience in distribution of nonprescription drugs
- Facility inspection report conducted at current physical location within the past 3 years by state of residence
- S-350 Non-Resident Information form
- S-300 Disciplinary History form and explanation documents if any Discipline Information questions are answered "yes"
- S-310, S-320 or S-330 ownership forms and/or business organizational chart, along with supporting ownership documents (refer to top of individual forms for requirement). See Ownership information below for further detail.

**OWNERSHIP**

**The Owner is the lowest level legal entity.** If the Owner is a partnership, LLC or corporation, please complete and attach the appropriate **Ownership Form** (S-310 Partnership, S-320 LLC, or S-330 Corporate). If owned by other LLCs, partnerships, holding companies, corporations, etc., please submit information down to a person level of ownership.

**Please indicate if this is a new application or a change:**

- New Application      Change (Check all that apply):  Address       Ownership       Name  
 Registration number: \_\_\_\_\_ Effective date of change: \_\_\_\_\_

**OWNER INFORMATION**

Name			
Address			
City	State	Zip	County
Phone	Fax	Email	
Ownership Type:			
<input type="checkbox"/> Individual Provide SSN: _____ <input type="checkbox"/> Government Entity Provide FEIN: _____ <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation Complete and attach the appropriate Ownership Form (S-310 Partnership, S-320 LLC, or S-330 Corporate)			

**DISTRIBUTOR INFORMATION**

Name (printed on license)		Hours of Operation	
Physical Address (non-residential)			
City	State	Zip	County
Phone	Fax	Email	

Initials: _____	<b>OFFICE USE ONLY</b>
Permit #: _____	Fee: \$ _____ Date: _____ Check #: _____

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**DESIGNATED REPRESENTATIVE INFORMATION-This should be an individual preferably located at the facility.**

Name		Title	
Address			Date of Birth
City	State	Zip	County
Phone	Fax		Email

**AUTHORIZED RESIDENT AGENT INFORMATION** (Per K.A.R. 68-7-12a, must be filed with Kansas Secretary of State)

Name		Title	
Address			
City	State	Zip	County
Phone	Fax		Email

**Designate where all formal correspondence, notices, and renewals should be sent:**

- Owner       Physical Location       Designated Representative       Authorized Resident Agent

**PRACTICE QUESTIONS**

- Yes No Will the facility plan to ship only non-prescription drugs or devices into Kansas?
- Yes No Will you confirm that all Kansas businesses or individuals to which you plan to ship are licensed or registered to possess drugs or devices in Kansas?
- Yes No Is this facility required to be registered in its home state?  
If yes:  
 Yes     No    Is the facility registered in its home state?
- Yes No Does the facility have adequate lighting, ventilation, temperature controls, humidity, space, equipment, sanitation & security, free from any infestation and maintained in a clean and orderly condition?



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**DISCIPLINARY INFORMATION**

Applicant includes the legal ownership entity as well as each individual, owner, partner, corporate officer, director, facility manager, or designated representative.

- Yes  No 1. Has the applicant been convicted under any federal, state, or local law relating to drug samples, wholesale or retail drug distribution, manufacturing, dispensing, or distribution of any drug or controlled substance?
- Yes  No 2. Has the applicant been convicted of or entered a plea of no contest to any felony?
- Yes  No 3. Has any license or registration, currently or previously held by the applicant been denied, disciplined, censured, revoked, suspended, or surrendered for the dispensing, manufacture or distribution of any drug or controlled substance?
- Yes  No 4. Has the applicant ever furnished false or fraudulent material on any application made in connection with the dispensing, manufacture or distribution of any drug?

**If yes to any of the above questions, please attach Form S-300: Disciplinary History.**

- Yes  No 5. Has the applicant complied with all registration requirements under any previous or current licenses or registrations?
- Yes  No 6. Has the applicant complied with all requirements to maintain and make available to the Board or to any federal, state, or local law enforcement officials those records required by the Food, Drug, and Cosmetic Act?

**If no to the above question, please attach a detailed explanation along with any relevant documentation.**

**DESIGNATED REPRESENTATIVE CERTIFICATION**

*I declare under penalty of perjury under the laws of the State of Kansas that I understand any permit issued will be issued jointly to the applicant and myself, and I hereby accept responsibility as the designated representative for such permit, which shall include compliance with the Kansas Pharmacy Act and Kansas Controlled Substances Act.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**OWNER CERTIFICATION**

*I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this application and that the information provided is true, correct, and complete to the best of my knowledge.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED