



New Jersey Office of the Attorney General

Division of Consumer Affairs
Board of Pharmacy
124 Halsey Street, 6th Floor, P.O. Box 45013
Newark, New Jersey 07101



Instructions to submit a Notice of Change of Pharmacy Hours

Pharmacy Responsibilities -

- All pharmacies shall be kept open for the transaction of business at least 40 hours per week and at least five days per week. [N.J.A.C. 13:39-4.12\(a\)](#)
- If any **permanent** changes are made in the opening or closing hours of a pharmacy, the Board office shall be notified in writing of these changes within 30 days. [N.J.A.C. 13:39-4.12\(b\)](#)
- A notice shall be conspicuously displayed on the exterior of any pharmacy indicating any **temporary** changes in the opening or closing hours of the pharmacy, or indicating a temporary closing of the pharmacy whenever such changes occur. [N.J.A.C. 13:39-4.12\(c\)](#)
- Any **temporary** closing of a pharmacy for more than 48 hours shall be reported to and approved by the Board. Notification to the Board shall include contingency plans for accessing patient records. [N.J.A.C. 13:39-4.12\(d\)](#)

Board Notification -

- Once you have completed the Notice of Change of Pharmacy Hours, please upload it to the **pharmacy's** (i.e. 28RS01234500) New Jersey *MyLicense* account to be reviewed. (This is the same account utilized to complete the pharmacy's annual renewals.)
- To log in, please click the following link: [MyLicense](#)
- Once logged-in, you will be brought to your *MyLicense* homepage. To submit the Notice of Change of Pharmacy Hours form to be reviewed, click "**Upload License Documents**" on the left-hand side menu, and follow the instructions to upload the form.

Please Note

Individual acknowledgement of receipt will not be provided. However, Board staff will contact the pharmacy's indicated representative if further information is required.

Menu	Licensing Home Page
Renew License	Below is the list of your licenses with the NJ DCA.
Initial Application	- In order to begin, please select the appropriate link to the left.
Update Mailing Address	- To view licenses eligible for renewal and to complete the renewal application process, click the Renew License link on the menu to the left.
Update Public Address of Record	- To view the status of license requirements for approval or to continue working on a specific application, click the View Checklist or Continue link below on the appropriate license (<i>NOTE: All requirements will show as "Unchecked" if you have not yet fully submitted your application</i>).
Upload License Documents	- CHHA Employers: To verify your employees, select Manage Employees from the menu on the left.
Reinstatement	
Invoices	
Logout	



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Notice of Change of Pharmacy Hours

Pharmacy name _____ Permit No. _____

Address _____
Street address City State ZIP code

Telephone number _____ E-mail address _____
Include area code

Effective date of change of hours _____

This change is (please select one): Permanent Temporary

Day	Opening time	AM	PM	Closing time	AM	PM	Comments
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

Notes:

Date

Signature of Pharmacist-in-Charge or authorized representative

Print full name

Title

License number (if applicable)

Telephone number

E-mail address