

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 Replacement License Request Form

Board Regulations -

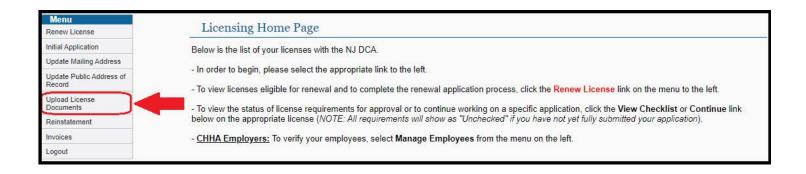
• A replacement initial license or renewal license shall be issued by the Board upon payment of a fee as prescribed in N.J.A.C. 13:39-1.3, and upon submission of proof of the applicant's identity, and reasonable proof of the loss or destruction of the initial license or renewal license, or upon return of the damaged initial license or renewal license to the Board. N.J.A.C. 13:39-3.2.

Submission -

- Once you have completed the Replacement License Request Form, please upload it to your **individual** (i.e. 28RI00123450, 28RW00123450) New Jersey *MyLicense* account to be reviewed. (This is the same account utilized to complete your annual license renewals).
- To log in, please click the following link: <u>MyLicense</u>
- Once logged-in, you will be brought to your *MyLicense* homepage. To submit the Replacement License Request Form to be reviewed, click "Upload License Documents" on the left-hand side menu, and follow the instructions to upload the form.
- If you need to update your mailing address/email address, this can also be done from your *MyLicense* homepage. Click "Update Mailing Address" on the left-hand side menu and follow the instructions.

Please Note

Individual acknowledgement of receipt will not be provided. However, Board staff will contact you via email if further information is required, or to send an invoice. <u>Please make sure your email address is up-to-date, as this is the primary communication method utilized.</u>





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Replacemen	t License Request	Form
Name		
NameFirst name	Middle name	Last name
License No.		
Address of record		
Mailing address		
Date of Birth		
Month Day Year		
Telephone number	(include area code)	
Email address		
	Reason for Request	
	License Lost	
	License Destroyed	
	License Stolen	
	License Never Received	
Replacement License Fee: \$25.00 - Check bo	ox to acknowledge	
Print full name		Signature

Date