



## **In-State Pharmacy Request to Store Records Off Site**

**Updated 1/17/2025**

Board of Pharmacy rules require all in-state pharmacies to obtain permission to store any required records off-site. This form must be submitted using the document upload feature on the Board of Pharmacy website: [www.pharmacy.ohio.gov/upload](http://www.pharmacy.ohio.gov/upload). Be sure to select “Off-Site Records Storage” as the document type. **NOTE:** All other in-state Board of Pharmacy licensees (clinics, EMS, wholesalers) are required to submit notification of off-site storage. Only pharmacies require permission prior to moving records off-site.

# Mobile Clinics and Medication Unit Satellite License Form



**Instructions:** This form must be submitted using the document upload feature on the Board of Pharmacy website: [www.pharmacy.ohio.gov/upload](http://www.pharmacy.ohio.gov/upload).

<b>Location Name</b>	<b>License No.</b>
<b>Street Address</b>	<b>Name of Responsible Person (RP)</b>
<b>City</b>	<b>RP Contact Phone (xxx-xxx-xxxx)</b>
<b>Zip Code</b>	<b>RP E-Mail Address</b>

*Be advised that the licensee and RP on the license is responsible for maintaining and securing all records regardless of where they are stored.*

**What is the name and address of the off-site storage facility where the licensee intends to store records of accountability?**

<b>Name of off-site storage facility</b>		
<b>Street Address</b>	<b>City</b>	<b>Zip</b>

**Provide a brief explanation of why you need to utilize off-site storage and how you intend to secure the records stored off-site.**