



Board of Pharmacy

Fee Change Notice - Effective September 30, 2025

Dear Ohio Licensed Non-Resident Pharmacy,

Several license application fees will change effective September 30, 2025. These changes were authorized by the Ohio General Assembly with the passage of the state's biennial budget (H.B. 96, 136th General Assembly). Please review this email to understand how these changes may impact your license.

License Type Consolidation and Fees

Beginning September 30, 2025, the Ohio Board of Pharmacy will begin assessing all Terminal – Non-Resident Pharmacy license types with a singular Non-Resident Terminal Distributor fee in the amount of \$500.00.

With this change, the Board will manually consolidate all three Terminal – Non-Resident Pharmacy license types (Category 2, 3, and Limited Category 2) into a single license type named **“Terminal – Non-Resident Pharmacy”**. **IMPORTANT: All pharmacies must follow the appropriate federal and state laws regarding the possession and dispensing of dangerous drugs that are controlled substances – i.e., a valid DEA registration is required to ship controlled substance prescriptions to Ohio patients.**

The license type updates will begin in the Winter and take up to a month to complete. Additional communication will be sent when the consolidation updates begin.

Change of Responsible Person Requests and Fee

Additionally, beginning September 30, 2025, the Ohio Board of Pharmacy will charge a fee of \$15.00 for each change of responsible person (RP) request filed by a licensee as required in [OAC 4729:5-2-01](#). All change of RP requests must be submitted in the [eLicense Ohio system](#) and the licensee will be directed to submit payment as part of the request process. The change request will not be considered submitted and notification as required in rule until payment has been successfully submitted.

Licensees are encouraged to verify the individual designated as the responsible person on their Ohio license prior to September 30th. Visit the Board's license look-up page here: <https://www.pharmacy.ohio.gov/Licensing/LicenseLookup> and input the license number (begins with 02). If the responsible person is not correct, the licensee should submit a change request in the [eLicense Ohio system](#). Helpful step-by-step instructions can be referenced here: www.pharmacy.ohio.gov/ChangeRP.

IMPORTANT: Non-Resident Pharmacies that ship compounded drug products, including non-sterile, sterile, hazardous, and/or radiopharmaceuticals, are required to designate an Ohio licensed pharmacist as the Responsible Person. Failure to designate an Ohio licensed pharmacist may result in the terminal distributor license being restricted and referred for investigation. Review more guidance on these requirements here: www.pharmacy.ohio.gov/NRPCompound and www.pharmacy.ohio.gov/NRPNuclear.

General Reminders

- Only applications or requests submitted on or after September 30, 2025 will be assessed the new fee amount, if applicable.
- All application and fee payments must be submitted electronically via the [eLicense Ohio system](#). The Board does not accept check payments to the Board office. Valid payment methods for all license fees include Visa, MasterCard, and Discover. The Board does not accept electronic checks or American Express.

Questions

For questions on terminal distributor license requirements, change requests, or other concerns, please visit www.pharmacy.ohio.gov/contact.



People call, text, and chat the 988 Lifeline to talk about a lot of emotional needs—not just thoughts of suicide. Whatever your reason, the #988Lifeline is there to help. There is hope.



Ohio Board of Pharmacy
Mike DeWine, Governor | **Steven W. Schierholt**, Executive Director

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