

This newsletter is published by the

California State Board of Pharmacy
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Have you moved?

Section 4100 of the Business and Professions Code requires pharmacists, intern pharmacists, pharmacy technicians, and designated representatives to report a change of name or address of record to the Board of Pharmacy **within 30 days** of the change. The form for reporting a change can be found on the Board of Pharmacy Web site, www.pharmacy.ca.gov.

A licensee's address of record is the address to which all licenses, permits, license renewal notifications, and correspondence from the Board of Pharmacy is mailed. Your address of record is considered public information and is available to the public on the Board's Web site. This same information is provided online by other health profession regulatory boards (physicians, dentists, therapists, etc.), pursuant to the

Information Practices Act (Civil Code section 1798 et seq.) and the Public Records Act (Government Code section 6250 et seq.).

If you do not wish your residence address to be available to the public, you may use an alternate address, such as a post office box or a personal mailbox. However, if you change your address of record to a box number, **you must also provide the Board with your residence address**, which will not be available to the public.

If you provide your business address as your address of record, receiving personal mail from the Board may be problematic. For example, if you are employed at a large hospital complex

with several pharmacies, opportunities for lost mail could exist. Additionally, using a business address would require you to change your address of record every time you change your place of employment.

