



California State Board of Pharmacy
2720 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
Phone: (916) 518-3100 Fax: (916) 574-8618
www.pharmacy.ca.gov

Business, Consumer Services and Housing Agency
Department of Consumer Affairs
Gavin Newsom, Governor



APPLICATION DEFICIENCY HELPFUL INFORMATION

The following is helpful information when receiving a deficiency notice from the Board regarding a pending application.

- **COMMUNICATING WITH THE BOARD**

REPLY ALL to emails sent by the Board when communicating and submitting documents via email as the name of the facility and application file number will be included in the subject line of the email.

- **APPLICATION DEADLINES**

Application deficiencies listed in a deficiency notice must be submitted within 60 days of the initial notification, unless otherwise specified or if a temporary license has been issued. An applicant for a premises license who fails to complete all application requirements within 60 days after being notified by the Board of deficiencies in the application, may be deemed to have abandoned the application and may be required to file a new application and meet all of the requirements in effect at the time of reapplication.

- **APPLICATION AMENDMENTS**

Any amendments to an application form requires the date, the word AMENDED, and initials by an owner or corporate officer listed on the application next to the amended section on the application document.

- **APPLICATION DOCUMENTS & SUBMITTING WITH ORIGINAL OR DIGITAL SIGNATURES**

Deficiency items requiring original signatures either need to be submitted via email complying with the Board's [Policy Statement on Digital Signatures](#) to allow the Board to electronically validate the signature or by mail with a copy of this correspondence to California State Board of Pharmacy, 2720 Gateway Oaks Dr, Suite 100, Sacramento CA 95833.

- **POTENTIAL NEW DEFICIENCIES IDENTIFIED**

Upon receipt and review of deficiencies items received, further deficiencies may be identified.

- **OWNERSHIP AND MANAGEMENT AND CONTROL OF THE APPLICANT BUSINESS**

Pursuant to Business and Professions Code section 4201 and Title 16, California Code of Regulations section 1709, an applicant is required to identify and provide documentation of beneficial interest, management and control of the applicant business.

- **MAILING DOCUMENTS TO THE BOARD**

Include a copy of the Board's correspondence/email notice when submitting requested items to the Board on a pending application to the following address.
California State Board of Pharmacy, 2720 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833.