



Arizona State Board of Pharmacy

P.O. Box 18520, Phoenix, AZ 85005
Phone: 602-771-ASBP (2727) Fax: 602-771-2749
www.azpharmacy.gov

Dear Intern Applicant,

Please review the check list attached to this sheet. It indicates the Items that have been received and those items which are still needed to complete the application.

*****ALL REQUIRED DOCUMENTS MUST BE RECEIVED 90 DAY FROM THE DATE OF APPLICATION!*****

Current enrollment or graduation from and ACPE approved school of pharmacy.

You will need to provide a letter or official transcript from your school showing your attendance in the pharmacy program for that school. These documents must be the original documents from the registrar and must be received via US mail. **They CANNOT BE FAXED OR EMAILED! Do not request electronic transcripts. They will be deleted!** Foreign grads must submit a copy of an FPGE certificate. This can be emailed.

Proof of citizenship or legal residency

You will need to provide a copy of a US birth certificate, US passport or naturalization certificate for proof of citizenship. A permanent resident card (green card) will work for proof of legal residency. Foreign students should submit a copy of their I-20 pages 1 & 3 showing CPT or OPT approval. If you do not have one of these documents, please contact me.

Government Photo issued ID

A **photocopy** of your current driver's license, US passport, US passport card, State issued ID card. Foreign passport. **Your school ID does NOT work for this requirement! Do not send originals!**

Name change documents (if applicable)

The name on your application must match the name on your citizenship/legal residency documents! If your name has been changed for any reason, marriage, divorce, legal name change, adoption etc., you must submit the legal documents corresponding to the above actions. A photocopy will work. Do not send originals!

Court documents related to a misdemeanor or felony CHARGE OR CONVICTION.

If you have **EVER BEEN CHARGED WITH OR CONVICTED OF** a misdemeanor or felony, you must submit copies of your court documents. This should be your final disposition paperwork, NOT the one you print off of the internet! If you no longer have these documents, contact the court in the jurisdiction of the charge and request a copy! If the court no longer has a copy of file, then request a letter stating this fact! Just because you've had it expunged, doesn't mean that it didn't happen! A letter saying it was expunged doesn't work either!

Fingerprint clearance card

You must submit an Arizona fingerprint clearance card with your application. If you do not have the card please contact Arizona DPS for instructions on obtaining your clearance card. Your license will not be opened until you submit the approved card to the Board!

Nancy Dorobiala

Licensing Coordinator

Email: ndorobiala@azpharmacy.gov

Applications are NOT refundable as stated under Arizona Administrative Code R4-23-205(F).