

# RENEWAL NOTICE

DHHS LICENSURE UNIT  
301 Centennial Mall South  
PO Box 94986  
Lincoln NE 68509-4986  
(402) 471-2118

**YOUR COMMUNITY PHARMACY LICENSE EXPIRES JULY 1, 2025.**

**TO RENEW BY MAIL:** Submit this document and the \$625 renewal fee to address listed above. THE RENEWAL FEE AND THIS DOCUMENT MUST BE RECEIVED BY JULY 1, 2025 TO AVOID EXPIRATION.

**NAME OF PHARMACY:**

**OWNER:**

**ADDRESS:**

**CITY STATE ZIP:**

**RENEWAL FEE: \$625**

**LICENSE#:**

ANNUAL RENEWAL

MAKE CHECK PAYABLE TO "DHHS LICENSURE UNIT." (YOU WILL NOT RECEIVE A RECEIPT.)  
ALLOW 10 BUSINESS DAYS TO PROCESS YOUR RENEWAL.

Online renewal is available at <https://nebraska.mylicense.com>. You will first need to obtain a REGISTRATION CODE from our office in order to renew online.

If payment is not received by July 1, 2025, your community pharmacy license will EXPIRE.  
Payment must be received by August 1, 2026, to avoid LAPSED status of the license.

**Email questions to:** [dhhs.medicaloffice@nebraska.gov](mailto:dhhs.medicaloffice@nebraska.gov)

**AMENDMENTS:** If the name of the pharmacy changes or if there is a new pharmacist-in-charge, the pharmacy must submit an Application for Amendment. You may indicate changes on this form, but they will not appear on the renewed license unless an Application for Amendment has been processed. You may obtain the Application for Amendment online at website listed below. You do not have to wait until the license has been amended in order to submit your renewal.

**CHANGE OF OWNERSHIP OR ADDRESS** – A pharmacy license is issued only for the premises and owners named in the application. It is not transferable. Change of ownership (sale, whether of stock, title, or assets, lease, discontinuance of operations) or change of premises terminates the license. You must apply for a new pharmacy license. You may obtain the new application and closing information at the website listed below.

**CLOSINGS** – When a pharmacy ceases legal existence, changes location, or has a change of ownership, the pharmacist-in-charge must notify the Department within 15 days of closing. You can find the regulations that cover the closing of a pharmacy in 175 NAC 8 Section 8-003.04. You may obtain the closing information online at the web site listed below.

**Applications to amend, open, or close a pharmacy can be found online at:**

<https://dhhs.ne.gov/licensure/Documents/CommPharmAmendApp.pdf>