

**INSTRUCTIONS FOR ANNUAL WHOLESALE LICENSE
Durable Medical Equipment (DME) Distributor/Retailer and Medical Gas
Distributor/Retailer**

North Dakota law requires all businesses operating in North Dakota to be registered with the North Dakota Secretary of State's office. If your business and/or corporation is not registered with the North Dakota Secretary of State's office, **please register your business prior to applying for a North Dakota Board of Pharmacy (NDOBPh) license.** If your dba name is different than your corporation name, the Office of the North Dakota Secretary of State also requires a trade name or fictitious name registration.

This link will take you to their information page:

<http://www.nd.gov/sos/businessserv/registrations/index.html>

Their information page contains instructions and links to the appropriate application forms for your business location (in state or out of state) and structure.

License Class Description

DME or Medical Gas Distributor – Providing products from licensed facility to authorized businesses and licensed practitioners in North Dakota.

DME or Medical Gas Retailer – Providing products from licensed facility directly to North Dakota residents pursuant to a practitioner's prescription. According to 43-15.3-10 and 43-15.3-11, the retailer must employ or contract with an in-state licensed professional who is authorized to prescribe or administer the DME or Medical Gas. Those individuals must be submitted with the application before a license will be issued.

License Fee

\$200 – If operating as a Distributor **or** a Retailer of DME/Medical Gas

\$300 – If operating as **BOTH** a Distributor and a Retailer of DME/Medical Gas

North Dakota Secretary of State System Identification # Please include the number on your North Dakota Certificate of Authority. If you are using a dba name, also include the number on your North Dakota Trade Name or Fictitious Name Certificate. Attach a copy of the certificate(s) to your application.

All Renewal Applications must be completed by June 1st or they will be considered late and a delinquent fee will be assessed. You can renew your application online at www.nodakpharmacy.com.

All questions about registration with the North Dakota Secretary of State should refer to www.nd.gov/sos/ where all of the Secretary of State information and application forms are available.

Complete applications will be processed as they arrive. If your application is incomplete, your license will not be issued until staff has had time to identify and verify the missing information.

If you are sending your application to the office any other way than regular 1st Class mail you MUST use the street address NOT the P O Box. [1906 E Broadway – Bismarck ND 58501]