

Facility Renewals

The following facility licenses expire on December 31st, 2022.

- Wholesale Distributors of Legend and Controlled Substances
- Wholesale Distributors of Home Medical Equipment, Legend Devices, and Medical Gases
- Wholesale Distributors of List I Chemicals
- Institutional Pharmacy
- Hospital Pharmacy
- State Supported/Charity Clinics

If you wish to cancel a license, please notify the board via [email](#), fax or mail. Charitable Clinics are unable to renew online at this time. Paper renewal forms have been mailed out to those facilities.

To renew online:

[Renew online here.](#)

Address Tab:

Our system accommodates two addresses: a physical location and a mailing address. Address corrections to the mailing address may be done online. All correspondence, including the license and future renewal notices, will be sent to the mailing address.

We also need the facility's physical location. The mailing address and physical address may be the same. Any changes to the physical address have to be made in writing to the board. You can [email](#), mail, or fax updates to the facility's physical address to the board.

Email corrections may also be done on the "Address" tab. Please include an email address for the facility or a representative if one is available.

Documentation Tab:

Use this tab to upload electronic versions or needed renewal documentation while renewing online.

Renewal Tab:

Have a debit card, credit card, or check available. We accept MasterCard, Visa, Discover, and American Express. We also accept e-checks; all you need is a check. Enter an email address on the payment screen and a copy of your renewal confirmation will be emailed to you. Keep your confirmation statement until you receive your new license in the mail.

If you do not receive your license in the mail within a week, do not assume that it has been renewed. You can [verify that your license has been renewed online](#) – your license must have the current status of "active" with an expiration date of 12/31/2024. If your license shows the current status of

“pending” it has not been renewed. Please contact the Board at 501-682-0190 or at asbp@arkansas.gov to verify that you have an active license.

Renew before February 1, 2023, to avoid a \$20 penalty. If not renewed before March 1, 2023, the penalty will increase to \$40, and if not renewed before April 1, 2023, the license will be cancelled and a new application will have to be completed to receive an active license.