

**MICHIGAN WHOLESALE DISTRIBUTOR LICENSING GUIDE**

**LICENSURE REQUIREMENTS CHECKLIST**

(Listed below are the minimum requirements needed to obtain a wholesale distributor license.)

**APPLICATION AND FEES**

- Online Application For a Wholesale Distributor License - Complete all fields, answer all questions and upload any supporting documentation.
- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee (Application fee + 2-year license fee) (Must be paid by credit or debit card.):
  - Wholesale Distributor License – \$125.00
  - Controlled Substance License – \$173.00
  - Wholesale Distributor Relicensure – \$145.00

**THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS**

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.
 

The individuals listed below for a wholesale distributor license are required to undergo a Criminal Background Check (CBC):

  - An individual, if the person applying is an individual.
  - All partners and any individual who will manage the day-to-day operations, if the person applying is a partnership.
  - An individual who will manage the day-to-day operations, if the person applying is a privately held corporation. This subdivision only applies to a privately held corporation that in the aggregate owns fewer than 75 pharmacies, manufacturers, or wholesale distributors on the date the corporation submits its license application.

An individual is not required to obtain a CBC if one has been obtained for the individual(s) within the 2 years preceding the date of application for a new pharmacy, manufacturer, or wholesale distributor license. If fingerprints have been obtained within the two years preceding the date of the application, the individual(s) must submit proof of the previous criminal history check with the application for a wholesale distributor license. Relicensure applications lapsed 3 years or less are also not required to obtain a CBC.
- Criminal/Disciplinary History Questions – Criminal conviction and/or disciplinary documentation will be required if you answer “yes” to either question.
- Verification of Licensure – If your wholesale distributor holds a current wholesale distributor license or ever held a pharmacy profession license, verification of licensure will be required to be submitted directly to this

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office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909. In addition, you may upload online license verifications if those verifications show your wholesale distributor license is in good standing and provides disciplinary history information, including disciplinary documentation.

- If your wholesale distributor is a partnership, corporation, or is operating under an assumed name, you must submit business documentation showing the business ownership structure, including partnership certificates, corporate articles, assumed name certificate, list of partners, stockholders, officers, and members of the board of directors.
- You must upload a floor plan of the area to be licensed, along with a description of the type of activities carried out in each building. Do not send a copy of blueprints. Applicants who handle controlled substances may submit a copy of their DEA registration in lieu of photographs and floor plan.
- You must upload photographs of the interior and exterior premises.
- A licensed wholesale distributor of drugs must have a pharmacist in charge (PIC) licensed in or outside of Michigan or a facility manager. If you will be utilizing a facility manager, you must submit the Facility Manager Affidavit form with the application. If you will be utilizing a PIC, you must provide the license number of the PIC or the pharmacist application number of the PIC if the PIC is applying for Michigan licensure. Applicants who only distribute devices salable on prescription only and do not manufacture or distribute any drugs salable on prescription only are not required to have a PIC or facility manager.
- You may apply for a controlled substance license by completing the controlled substance license fields on the application. Be sure that the controlled substance license address matches the wholesale distributor address. If you do not apply for a controlled substance license on your initial application, you must wait for the wholesale distributor license to be issued before applying for a controlled substance license.
- You must upload a list or catalog of all drug products and/or devices salable upon prescription that are manufactured or distributed in Michigan.
- If you are an outsourcing facility, you must submit the pharmacy license application.
- A virtual manufacturer falls under the wholesale distributor license type. If your facility will not physically touch prescription drugs or devices, the pharmacist in charge or facility manager must submit the Virtual Entity Affidavit with the application.
- If your facility is a distributor of biologicals, submit a copy of the FDA certification for the site to be licensed.
- A pharmacy that is applying for licensure as a wholesale distributor must show a clear delineation between the pharmacy and wholesale distributor stock, records, policies and procedures at the time of inspection.

### ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

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- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), and then select **MiPlus Login**, and then “modification” next to your license number.

### ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELOCATION

- A wholesale distributor with a current Michigan wholesale distributor license that is moving the facility to a new address must complete the Online Application For a Wholesale Distributor License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Be sure to select “yes” to the question “Is this an existing Michigan licensed facility that is changing location?” and provide the wholesale distributor license number.

### REQUIREMENTS FOR LICENSE MODIFICATIONS

- A wholesale distributor of drugs salable on prescription only must notify the department of a change in pharmacist-in-charge or facility manager within 30 days of the change. This can be done by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) and submitting a modification to the wholesale distributor license. Choose the Wholesale Distributor Compliance Person Change option.
- A wholesale distributor of drugs or devices that has changed ownership must notify the department within 30 days of the change. In order to notify the department, the **new owner** must submit a Pharmacy Facility Change of Ownership application by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- A wholesale distributor may change their organization name, DBA name, or Federal Employer Identification Number (FEIN) by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) and submitting a modification to the wholesale distributor license. Choose the Company Information Change option.
- A wholesale distributor that previously filed an affidavit attesting that they do not physically touch prescription drugs and devices shall not obtain custody and control of prescription drugs or devices until the licensee provides written notification to the department of physical custody and are inspected by the department.

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Wholesale Distributor Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee (2-year license fee) (Must be paid by Visa, Mastercard, or Discover credit or debit card.):

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Wholesale Distributor Renewal Fee: \$50.00  
Controlled Substance Renewal Fee: \$162.20

- Renewal Cycle: 2 years
- Your controlled substance license will renew along with the wholesale distributor license, unless you uncheck the “renew cs” box on the renewal application.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.

### HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and clicking on the pharmacy link you can access the following helpful resources and forms:

Resources:

- Public Health Code
- Administrative Rules for Pharmacy