



## **Application for Affiliation Checklist**

Please make sure all of the items below are included in your application packet. Incomplete applications will not be processed until all documentation is received.

- Completed Application for Affiliation**
- Signed Requirements for Rx Partnership Application for Affiliation**
- Documentation of designation as a non-profit, 501 (c)(3) corporation**
- Copy of most recent Form 990 Federal Tax Return**
- Fraud Certification Form**
- A copy of your Organization's Standard Operating Procedures (SOP) including Pharmacy SOP**
- Copy of your Pharmacy Permit**
- Copy of the license for your Pharmacist-In-Charge**
- Copy of your last inspection report conducted by the Virginia Board of Pharmacy**
- DEA registration if Schedule II-V controlled substances are stored or dispensed (this may not be applicable)**
- List of corporate officers, their occupations, and complete contact information**
- A copy of the organization's current patient eligibility form (enrollment or screening)**
- Protocol that outlines the screening process (if something additional to what is contained in the SOP is available)**
- Check for \$250 made out to Rx Partnership for the non-refundable application fee**

**Send all of the above (including the completed checklist) to:**

**Rx Partnership  
2924 Emerywood Parkway, #300  
Richmond, VA 23294**