

**STATE BOARD OF PHARMACY**

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**BUSINESS APPLICATION:
Change in
Designated Representative
Form BA-55**

All forms must be typed, be complete, and include all supporting documentation before they will be processed by staff.

WHEN TO USE THIS FORM

Use this form when there is a change in designated rep (aka authorized agent, facility contact person, manager-in-charge, etc.) for a manufacturer, distributor, nonprescription drug distributor, third party logistics provider, nonprescription third party logistics provider, outsourcing facility, research or teaching institution, analytical lab, ambulance, retail dealer, health department or clinic, institutional drug room, sample distributor, or durable medical equipment registration.

DO NOT USE this form to change the pharmacist in charge at a pharmacy, non-resident pharmacy, or outsourcing facility.

FACILITY INFORMATION

Name	Kansas Registration Number
Facility Email	

OUTGOING DESIGNATED REPRESENTATIVE

Name	Title
Email	Last Day

INCOMING DESIGNATED REPRESENTATIVE -This should be an individual preferably located at the facility.

Name	Title		
Address		Date of Birth	
City	State	Zip	County
Phone	Fax		Email
First Day (this must be after outgoing designated representative's last day)			

Any license number held by the incoming Designated Representative and the state that issued:

DESIGNATED REPRESENTATIVE CERTIFICATION

I declare under penalty of perjury under the laws of the State of Kansas that I understand any permit issued will be issued jointly to the applicant and myself, and I hereby accept responsibility as the designated representative for such permit, which shall include compliance with the Kansas Pharmacy Act and Kansas Controlled Substances Act and ensuring that prescription-only drugs and devices are distributed only to registered entities with the authority to possess prescription-only drugs or devices in Kansas.

SIGNATURE

DATE SIGNED