

Wisconsin Department of Safety and Professional Services

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LicensE Portal: <https://license.wi.gov/>
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

PHARMACY EXAMINING BOARD

INFORMATION FOR IN-STATE DRUG OR DEVICE MANUFACTURER LICENSE APPLICANTS

APPLICATION INSTRUCTIONS

Complete steps below:

1. Complete the Application for In-State Drug or Device Manufacturer License in the DSPS online LicensE system, <https://license.wi.gov/>.
2. List within the application the name(s) of person(s) personally supervising scientific or technical operations in the facility along with detail of the scientific and technical training, including colleges attended and scholastic degrees. Upload details into LicensE describing same, if additional space is necessary.
3. Pay required \$60.00 initial credential fee in LicensE.
4. Complete and upload Manufacturer Self-Inspection Report, Form [2599](#) into LicensE.
5. Convictions and Pending Charges (Form [2252](#)) is required **if** any of the principals have ever been convicted of a misdemeanor, felony, or other violation of federal or state law or **if** any of the principals have any felony, misdemeanor, or other violation of federal or state law charges pending against them in this state or any other? This includes convictions resulting from a plea of no contest, a guilty plea, or verdict. If required, upload Form 2252 and required documentation into LicensE. Pay the associated additional \$8.00 fee in LicensE.