



Board of Pharmacy

Limited Drug Research Application Manual

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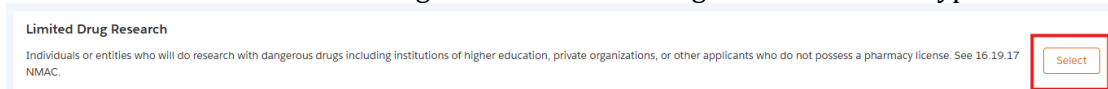
Application for Limited Drug Research

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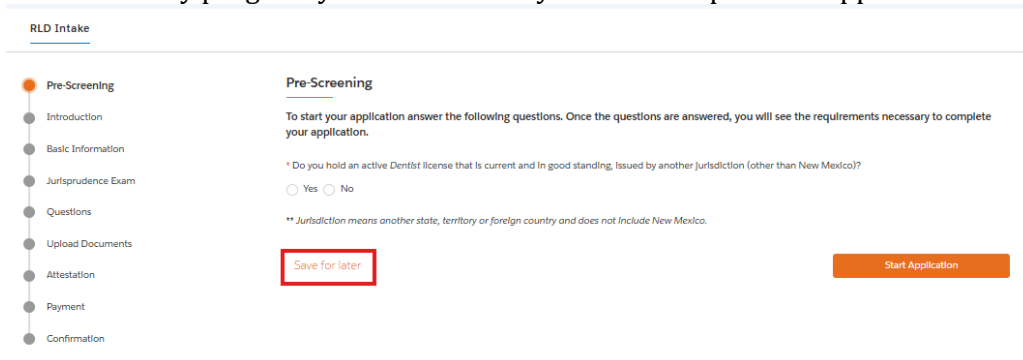
Board of Pharmacy Application Manual

Application for Limited Drug Research

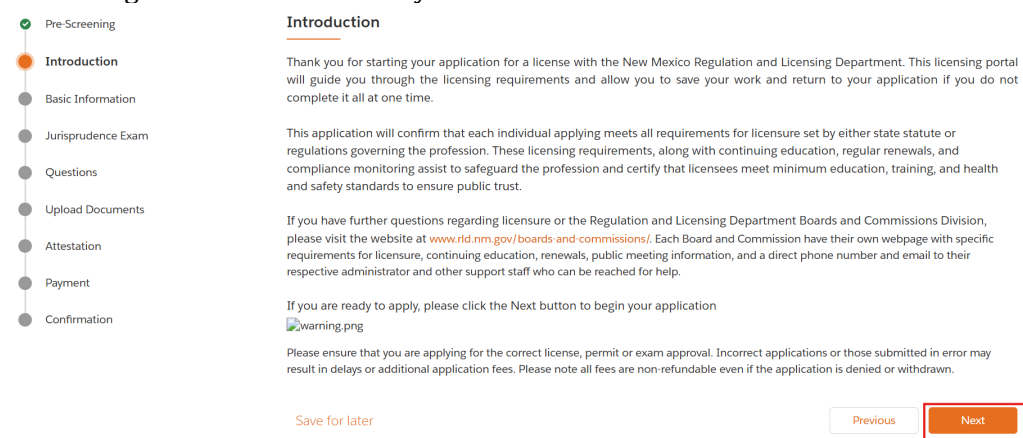
1. Click the “Select” button to the right of the Limited Drug Research license type.



2. At any time of the application, you can select the “Save for later” option to save a draft of the application that you can return to and complete at your convenience. This will ensure you don’t lose any progress you have made if you can’t complete the application in one sitting.



3. On the Introduction page, read through the information and select the “Next” button on the bottom right of the screen when you are done.



4. On the Basic Information page, verify that all information is valid and up to date.

RLD Intake

- Pre Screening
- Introduction
- Basic Information**
- Jurisprudence Exam
- Warning
- Questions
- Upload Documents
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- Payment
- Confirmation

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

▼ Applicant Information

*First Name Middle Name *Last Name

Any other name(s)

*Phone Number *Email Address

▼ Mailing Address

*Mailing Street

*Mailing City *Mailing State

Mailing County (if in New Mexico) *Mailing Zip

*Mailing Country

[Save for later](#)

[Previous](#)

[Next](#)

- a. If **Yes**, select the “Next” button at the bottom right of the page.

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*First Name Middle Name *Last Name

Any other name(s)

*Phone Number *Email Address

▼ Mailing Address

*Mailing Street

*Mailing City *Mailing State

Mailing County (if in New Mexico) *Mailing Zip

*Mailing Country

[Save for later](#)

[Previous](#)

[Next](#)

- b. If **No**, select the “My Profile” button at the top left to update your information.

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Basic Information

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[My Profile](#)

▼ Applicant Information

*First Name Middle Name *Last Name

Any other name(s)

*Phone Number *Email Address

▼ Mailing Address

*Mailing Street

*Mailing City *Mailing State

Mailing County (If in New Mexico) *Mailing Zip

*Mailing Country

[Save for later](#) [Previous](#) [Next](#)

- i. Select the "Edit" button at the bottom right of the page.

My Profile

▼ Person Information

*First Name Middle Name *Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

Race Ethnicity Preferred Language Are you a New Mexico Resident?

Date of Birth Gender

Primary Phone No Business Phone No

Identifier Type Identifier Number

▼ Mailing Address

Mailing Street

City State/Province

Country Zip Code County (If in New Mexico)

[Edit](#)

- ii. Enter in all relevant updated data and select "Save" at the bottom right when completed.

My Profile

▼ **Person Information**

* First Name Middle Name * Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

* Race * Ethnicity * Preferred Language * Are you a New Mexico Resident?

* Date of Birth * Gender

* Primary Phone No Business Phone No

* Identifier Type * Identifier Number

▼ **Mailing Address**

* Mailing Street

* City State / Province

Country * Zip Code County (If in New Mexico)

- iii. You will need to restart your application to ensure the updated data is listed.
Return to “Step1: Select Limited Drug Research Application” to continue.
5. On the Facility Information Page, fill out all information about your Facility.

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Facility Information

Please enter the business name exactly as you will need it on the license.

* Business Name

Website URL

* Please specify the ownership type

* Specify details for each owner or officer below. If you need to view, edit or delete any records, click the down arrow under action for that specific record.

Name	Email	Title	Address	Action

▼ **Facility Physical Address**

* Street

* City

* State

* Zip

* Country

▼ **Facility Mailing Address**

Please note that the license will be sent to this address.

* Street

* City

* State

* Zip

* Country

Save for later

a. To add owner details, select the orange “Add New” button

* Specify details for each owner or officer below. If you need to view, edit or delete any records, click the down arrow under action for that specific record.

Name	Email	Title	Address	Action

b. Add relevant data and select the “Save” button to complete.

Owner Information

* Owner/Officer Full Name or Business Name

* Email

* Street

* State

* Country

* City

* Zip Code

Title

Cancel
Save

- c. To complete the Facility Information page, select the orange “Next” button to continue.

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* Business Name

Website URL

* Please specify the ownership type

* Specify details for each owner or officer below. If you need to view, edit or delete any records, click the down arrow under action for that specific record.

Name	Email	Title	Address	Action
Add New				

▼ Facility Physical Address

* Street

* City

* Zip

* State

* Country

▼ Facility Mailing Address

Please note that the license will be sent to this address.

* Street

* City

* Zip

* State

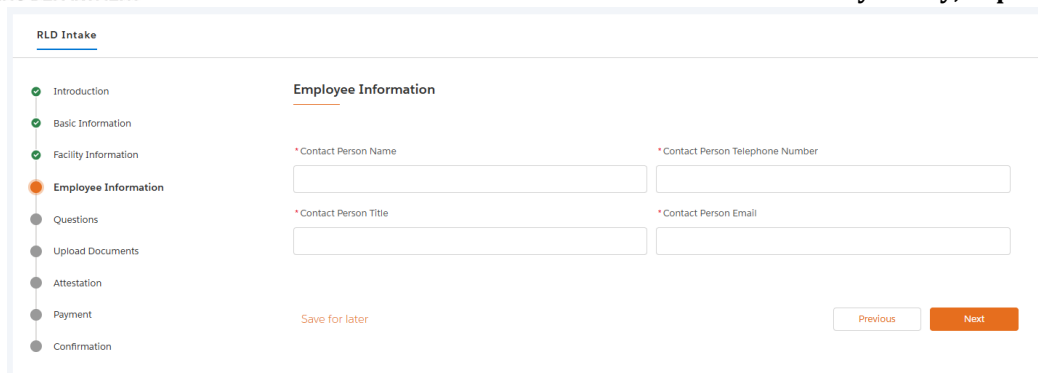
* Country

Previous
Next

6. On the Employee Information page, enter all required data with the most recent information.

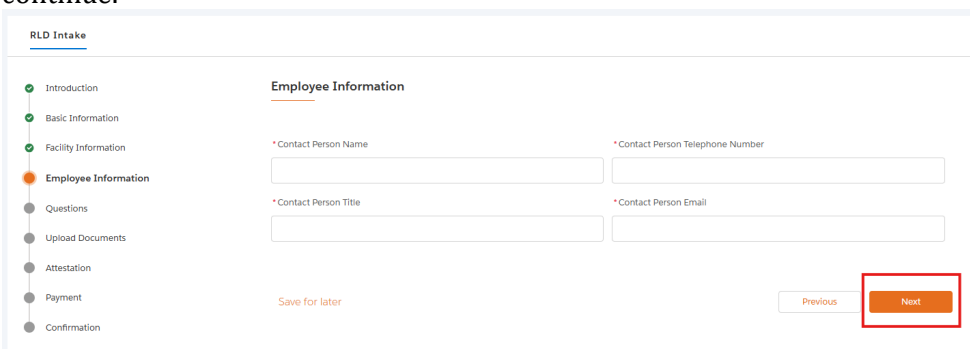
New Mexico Board of Pharmacy | 5500 San Antonio Drive NE, Ste C, Albuquerque, NM 87109
505-222-9830 | pharmacy.board@rld.nm.gov | rld.nm.gov

8



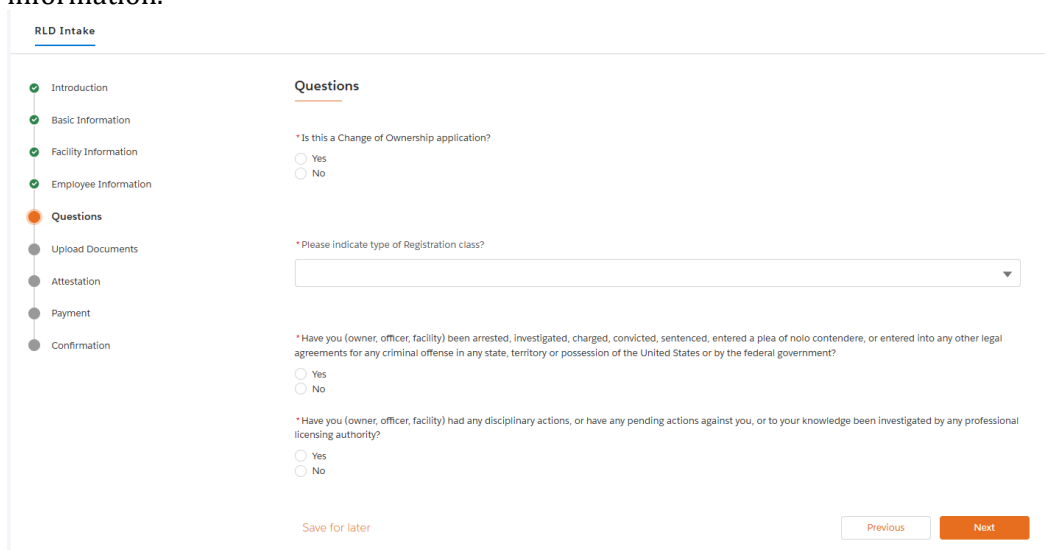
The screenshot shows the 'Employee Information' page of the RLD Intake form. On the left is a vertical progress bar with steps: Introduction, Basic Information, Facility Information, Employee Information (highlighted with an orange dot), Questions, Upload Documents, Attestation, Payment, and Confirmation. The main content area has the title 'Employee Information' and four input fields: 'Contact Person Name', 'Contact Person Telephone Number', 'Contact Person Title', and 'Contact Person Email'. At the bottom, there is a 'Save for later' link and two buttons: 'Previous' and 'Next'.

- a. To complete the Employee Information Page, select the orange “Next” button to continue.



This screenshot is identical to the previous one, but the 'Next' button at the bottom right is highlighted with a red rectangular box to indicate it should be clicked.

7. On the Questions page, please answer all questions accurately with the most recent information.



The screenshot shows the 'Questions' page of the RLD Intake form. The progress bar on the left now highlights 'Questions' with an orange dot. The main content area has the title 'Questions' and three questions: 1) 'Is this a Change of Ownership application?' with radio buttons for 'Yes' and 'No'; 2) 'Please indicate type of Registration class?' with a dropdown menu; and 3) 'Have you (owner, officer, facility) been arrested, investigated, charged, convicted, sentenced, entered a plea of nolo contendere, or entered into any other legal agreements for any criminal offense in any state, territory or possession of the United States or by the federal government?' with radio buttons for 'Yes' and 'No'. At the bottom, there is a 'Save for later' link and two buttons: 'Previous' and 'Next'.

- a. To complete the Questions page, select the “Next” button at the bottom right of the page.

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Questions

* Is this a Change of Ownership application?
☐ Yes
☐ No

* Please indicate type of Registration class?

* Have you (owner, officer, facility) been arrested, investigated, charged, convicted, sentenced, entered a plea of nolo contendere, or entered into any other legal agreements for any criminal offense in any state, territory or possession of the United States or by the federal government?
☐ Yes
☐ No

* Have you (owner, officer, facility) had any disciplinary actions, or have any pending actions against you, or to your knowledge been investigated by any professional licensing authority?
☐ Yes
☐ No

Save for later Previous Next

8. On the Upload Documents page, attach all requested and relevant documents to their designated column.

RLD Intake

- Introduction
- Basic Information
- Facility Information
- Employee Information
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
Research Protocol Document	Protocol must include: 1. Persons Handling Dangerous Drug(s) a. Name, address, date of birth, and any felony convictions. 2. Drug Protocol a. Formulary of dangerous drug(s); b. Dangerous drug utilization; c. Dangerous drug quantity utilized per dose or procedure; d. Estimated dangerous drug quantity procured annually. 3. Policy and Procedure Manual a. Drug security 1. Storage area; 2. Individuals with dangerous drug access. b. Drug procurement 1. Dangerous drug source; 2. Invoices or other receipt records. c. Drug usage 1. Records or logs for accountability. d. Drug waste or destruction 1. Memorandum report describing accountability. e. Drug storage area f. Research protocol 1. The written documentation stating the objective, method, means of measurement, and utilization procedure of the dangerous drug. (16.19.17.B); 2. Proprietary or trade secrets are confidential and not subject to public disclosure. 4. Applicant Qualification a. Degrees; b. Higher education; c. Specialized training.			
Other Supporting Documents	Copies of Judgements and supporting documents that could assist in review of the application.			

Save for later Previous Next

- a. Select the blue upload icon in each section to upload a document.

RLD Intake

- Introduction
- Basic Information
- Facility Information
- Employee Information
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
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Other Supporting Documents	Copies of judgments and supporting documents that could assist in review of the application.			

Save for later

Previous Next

- b. Review the document size and type requirements before uploading, then select the Upload File button.

Upload

Please attach a copy of the required document.

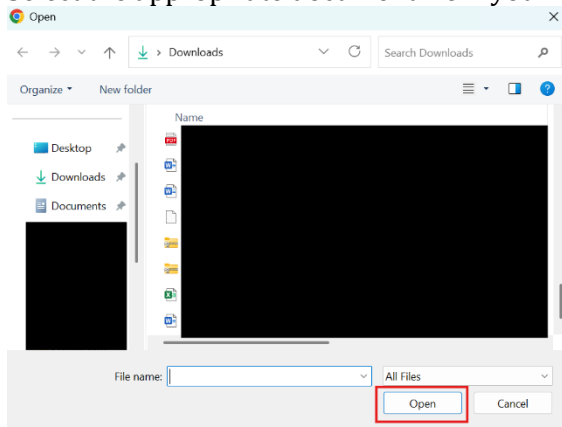
Note: Files should not exceed 30MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, jpg, jpeg, tiff, xls, xlsx.
3. Documents may be uploaded as individual files or as a single zipped file on the next page.

 Upload File

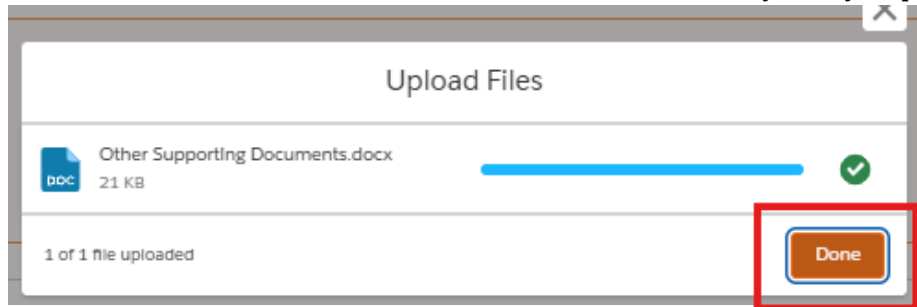
Drop Files

Done

- c. Select the appropriate document from your files and then select "Open"



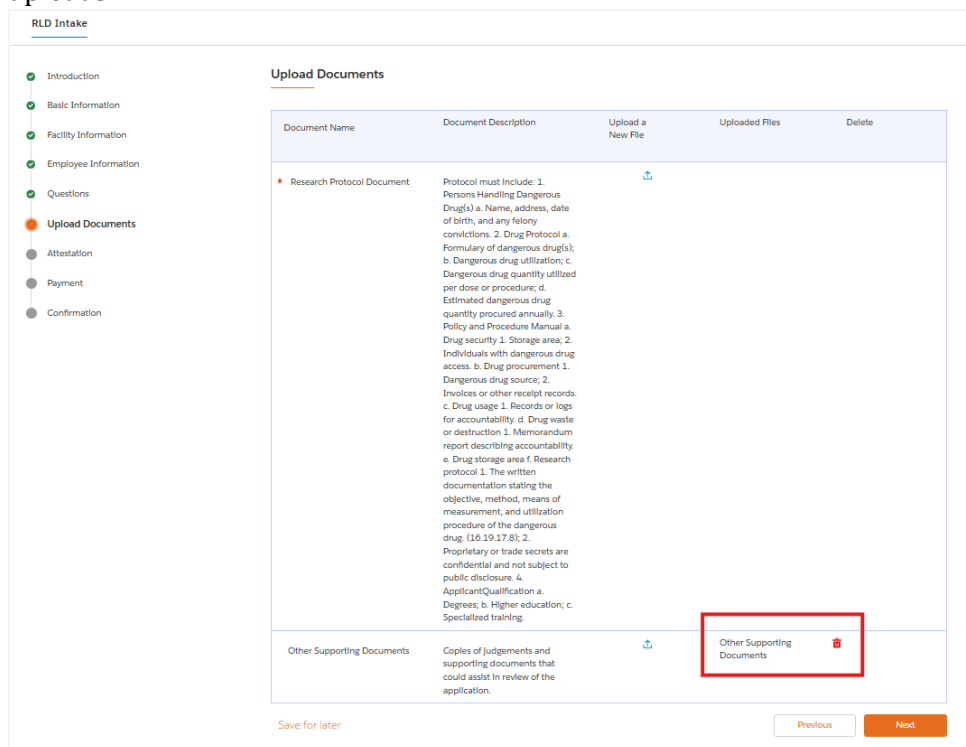
- d. The file will notify you when it's completed. Select the "Done" button when it's completed.



- e. You will be able to see your document added and can then select the “Close” option.



- f. You will be able to see the documents in each section once you have completed the uploads.



- g. Once all documents are added, select the orange “Next” button.

RLD Intake

- Introduction
- Basic Information
- Facility Information
- Employee Information
- Questions
- Upload Documents**
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Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Research Protocol Document	Protocol must include: 1. Persons Handling Dangerous Drug(s) a. Name, address, date of birth, and any felony convictions. 2. Drug Protocol a. Formulary of dangerous drug(s); b. Dangerous drug utilization; c. Dangerous drug quantity utilized per dose or procedure; d. Estimated dangerous drug quantity procured annually. 3. Policy and Procedure Manual a. Drug security 1. Storage areas; 2. Individuals with dangerous drug access. b. Drug procurement 1. Dangerous drug source; 2. Invoices or other receipt records. c. Drug usage 1. Records or logs for accountability. d. Drug waste or destruction 1. Memorandum report describing accountability e. Drug storage area f. Research protocol 1. The written documentation stating the objective, method, means of measurement, and utilization procedure of the dangerous drug. (16.19.17.8). 2. Proprietary or trade secrets are confidential and not subject to public disclosure. 4. Applicant Qualification a. Degrees; b. Higher education; c. Specialized training.			
Other Supporting Documents	Copies of judgments and supporting documents that could assist in review of the application.			

Save for later

Previous **Next**

9. On the Attestation page, review the statement on the screen. Then select the checkbox to certify your agreement. After, enter your name and select the “Next” button at the bottom right.

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Attestation

✓ Application Attestation

☒ I hereby certify that I am the person described and identified in this application; this application contains no willful misrepresentation; and the information given by me is true and complete to the best of my knowledge and belief.

I further certify I will, upon receipt, read the New Mexico Dental Health Care Act and Rules and fully understand that I bind myself to be governed by them.

* Applicant Name Date

Save for later

Previous **Next**

10. On the Payment page, review the notice before making any selections.

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- Pre-Screening
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- Jurisprudence Exam
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Payment

Select your mode of payment and click “Pay and Submit” to input your payment information. Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee.

Note: Only select “Operating Transfer” if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.

* Mode of Payment

The amount to be paid is \$

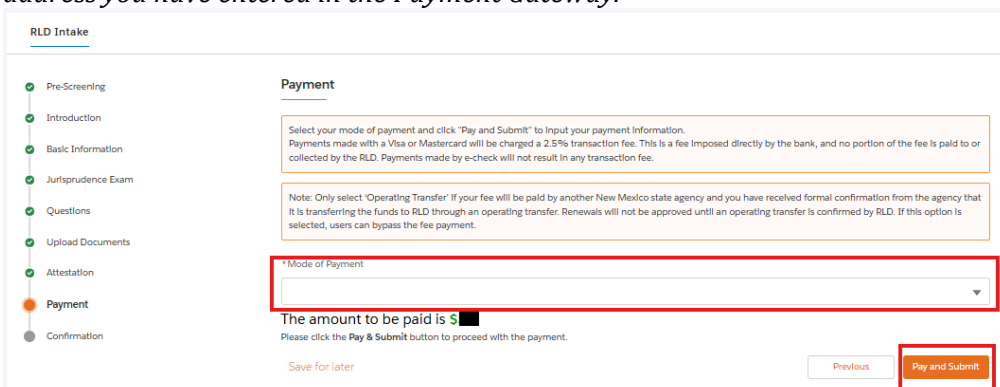
Please click the Pay & Submit button to proceed with the payment.

Save for later

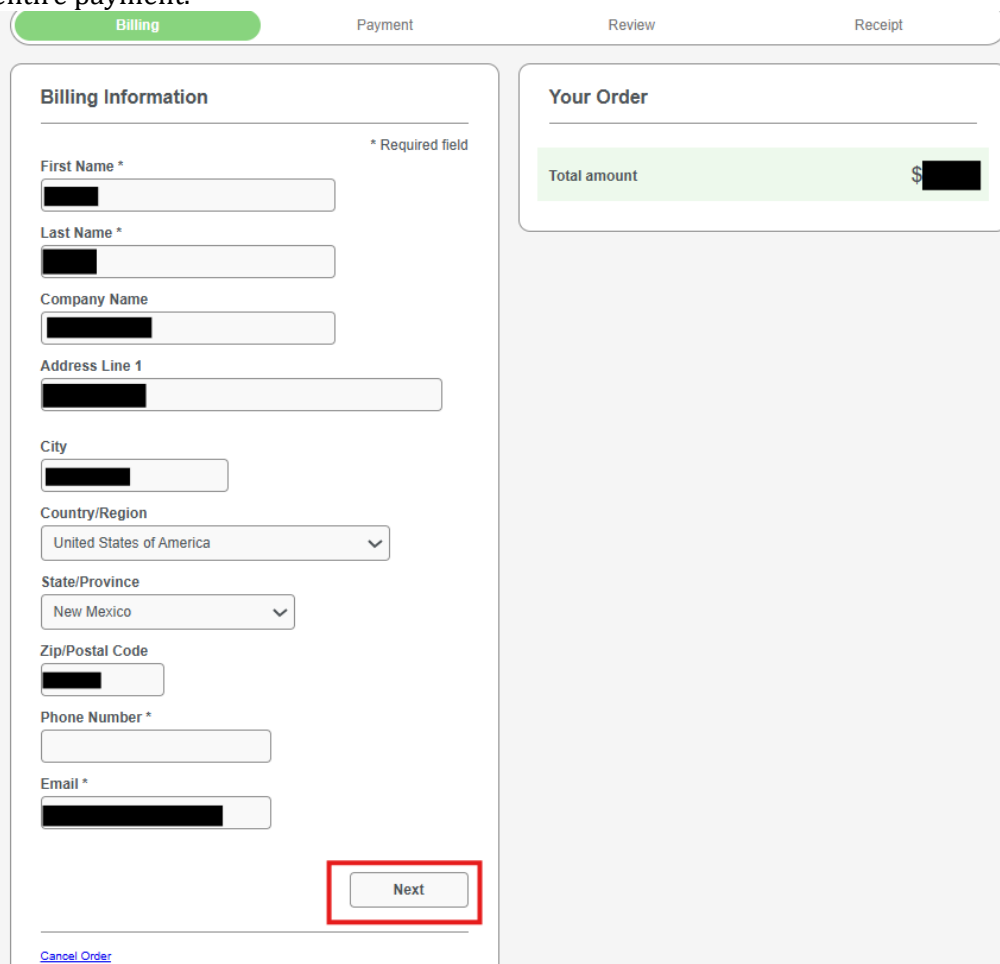
Previous **Pay and Submit**

- a. Select a Mode of Payment then the “Pay and Submit” button. When selecting either Credit Card (Visa or Mastercard) or E-Check as your payment method, a new tab will open directing you to the Cybersource Payment Gateway screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.

Note: Payment is a separate system and your credit card info is not stored or saved by RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.



- b. Ensure all required fields are completed and click “Next” button to proceed through entire payment.



11. Once your payment is completed, your application is now complete and will be submitted for approval. To check the status of your application, please contact your board or division directly. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application.

Board of [REDACTED]
PAR-0000 [REDACTED]

RLD Intake View

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Uploaded Documents
- Attestation
- Payment**

Payment

You have completed the payment.
The amount paid is \$ [REDACTED]

[Previous](#)

12. On the home page, the application will appear under My Applications with **Submitted** status.

Licenses & Applications

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000 [REDACTED]	[REDACTED]	New	10/7/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/29/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/28/2025	Submitted	View Review Checklist

[View All](#)