

# Citizenship Verification

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**The Alabama Legislature ruled:  
That every licensing board in Alabama  
must have proof of citizenship on record  
for every person who holds a license.**

# To Begin the Process ...

- Works best with the web browser Chrome
- Go to our website [www.albop.com](http://www.albop.com)
- A list of acceptable documentations can be found on the front page of the website
- License number of 17891 or higher are NOT required to send citizenship documentation; we already have it



# Alabama Board of Pharmacy



[Home](#) [Board & Staff](#) [Board Meetings](#) [Compliance Tips](#) [Statutes/Rules](#) [Policy Statements](#) [Hearings](#) [Online Services](#) [Quick Links](#) [Contact Us](#)

[New Technician & Latest Announcements](#)

[Pharmacy Technician](#)

[Foreign Graduates](#)

[Reciprocity](#)

[Proof of U.S Citizenship](#)

[Non-U.S Citizenship](#)

[Newsletters](#)

[Internet Crime Complaint Center](#)

[Patient Safety](#)

[User Manual/Help](#)

[DEA Diversion Control Program](#)



[Individual Verification](#)

[Business Verification](#)

[Pharmacy Technician](#)

[Pharmacist License](#)

[Business Profile](#)

[MyProfile](#)

[Fee/Fine](#)

[Board of Medical Examiners](#)

[BOP Wellness Program](#)

[Continuing Education](#)

[Consumer Services](#)

[Office of Inspector General](#)

[Forms, Apps, & Publications](#)

[PDMP--Prescription Drug & Monitoring Program](#)

[NABP - Executive Roster](#)

[Other Organizations](#)

[Food and Drug Administration](#)

[Pharmacy Links](#)

[Frequently Asked Questions](#)



## My Profile

**i** Click here to upload citizenship documents



## Fee Fine

**i** Click here to pay outstanding fee/fine online



## Pharmacist App

**i** Click here to apply for new initial pharmacist license



## Technician App

**i** Click here to apply for new initial technician license



## ALABAMA BOARD OF PHARMACY MyProfile Login

**LOGIN**

License Number:

Pin#:

(Please enter all numbers and alphabets in your license # and last 4 of your SSN as Pin)

- When the log in screen appears enter your license number.
- Pin is last 4 of social

**CONTACT INFORMATION**

( Click the edit button to make changes to your information) Edit

Phone #  Alternate Phone  Email

PE Monitor Number

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**CITIZENSHIP DOCUMENT**

Document Type :  ← Citizenship Document :

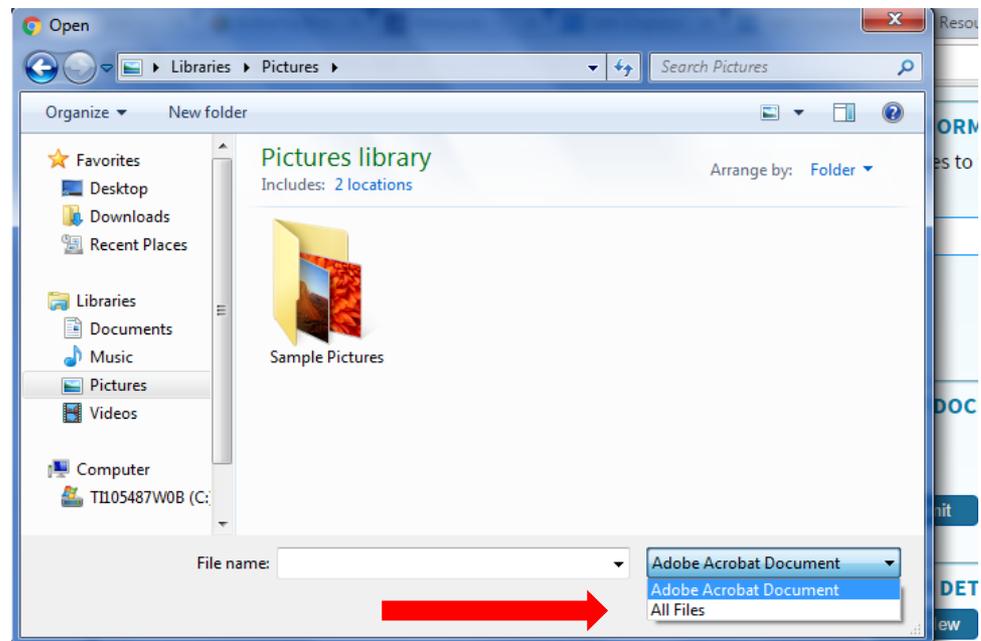
Submit

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**EMPLOYER DETAILS**

- Choose appropriate document type from the drop down menu
- If sending a document that is not listed, select “Citizenship Documentation”

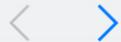
- Click Select Document
- If file is not shown, select “All Files” from drop down
- Click submit
- **No changes will show on next screen**



# If Uploading From a Smart Phone

## Document Type :

Select Type



Done

Select Type

Citizenship Document - Birth Certificate

Citizenship Document - Driver`s License

Citizenship Document - Employment Authorization Card

Citizenship Document - Permanent Resident Card

Citizenship Document - US Passport

- Follow same instructions as slide before
- As with a computer, when the photo is selected you will see no change on the other screen
- Click submit

DOCUMENT

Citizenship Document :

Select Document

DETAILS

Take Photo or Video



Photo Library

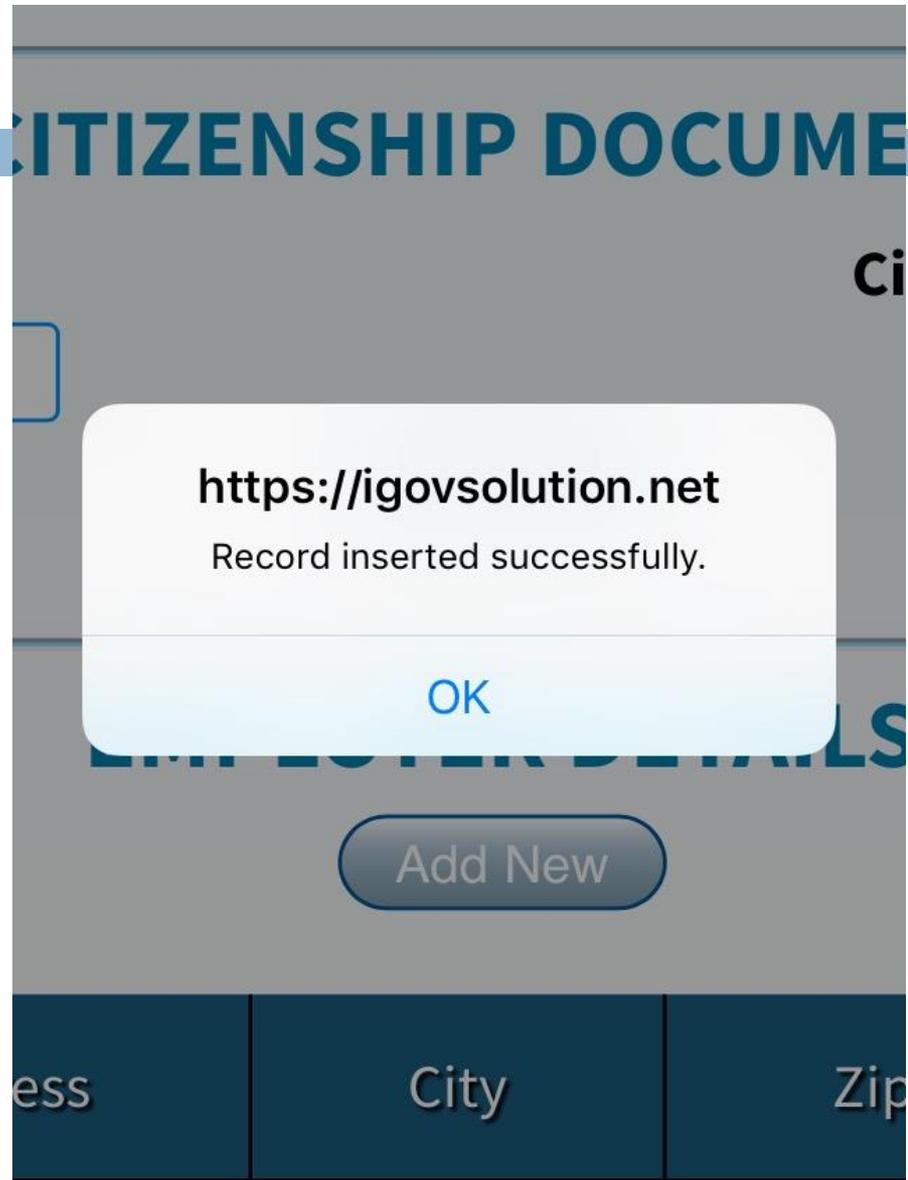


iCloud Drive



Cancel

- Once you submit, a pop up with this message will appear
- This means it was successfully uploaded
- **You will not see your upload on the other screen**



# What now?

- It can take a couple weeks to verify these uploads
- Can check from “Individual Look Up” once we have approved

**INDIVIDUAL LOOKUP SEARCH**

License Number      Last Name      First Name

(Please click on the Print option to view the full license details, including Controlled Substance)

**INDIVIDUAL LOOKUP INFORMATION**

Name	LICENSE #	LICENSE TYPE	STATUS	ISSUED	EXPIRATION	Discipline	Citizenship/Legal Presence Verified ?	Print
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	
<input type="text"/>	<input type="text"/>	Pharmacy Technician	Active	02/19/2001	12/31/2017		Yes	
Page size : 20	Records : 1 - 1 of 1					Pages : 1 of 1	« < 1 > »	 

Please note that if the Citizenship/Legal Presence has not been verified, ALBOP will not be mailing the license/renewal certificate(s).

- If it has not been verified a month later, then please call us