

LegitScript Certification Application Checklist

Everything to have ready before you apply | Behavioral Health Partners

Gather every item below before opening your application at LegitScript's portal. Complete applications move through review in weeks; incomplete ones stall for months. The application fee is nonrefundable, so prepare once and prepare fully.

1. Business and Ownership

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- Legal entity name and every DBA you operate under
- Formation documents and corporate registration for each entity
- Employer Identification Number (EIN)
- Complete ownership records: every owner and parent organization
- Disclosure of every affiliated facility, marketer, or informal business affiliation

2. Licensing and Clinical

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- Current state license for each unique facility, covering every advertised level of care
- Credentials for key licensed treatment staff (clinical and medical directors)
- Clinical staff roster with license numbers
- DEA registrations and protocols if you provide medication-assisted treatment
- Documentation that services offered match licensure exactly

3. History and Disclosures

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- Written disclosure of any prior criminal convictions or regulatory actions (company and principals)
- Evidence of remedial action taken for any past issue
- Summary of compliance history across all facilities

4. Websites and Marketing

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- Complete inventory of every domain and website you own or control
- Accurate service, location, and ownership information on every page

☐	Privacy policy and terms of use published
☐	Misleading claims, fake reviews, and undisclosed placements removed
☐	List of ad accounts and platforms where you plan to advertise

5. Fees and Logistics

☐	Account created at LegitScript's application portal
☐	Designated contact who can respond within one business day
☐	Payment ready: \$1,395-\$1,595 application fee per facility (\$535 individual practitioners)*
☐	Decision made on expedited processing (+\$2,500 per application)
☐	Calendar reminder set for annual renewal

*LegitScript's published rates as of August 2026. Confirm current pricing at legitscript.com before budgeting.

Behavioral Health Partners | behavioralhealth.partners | (720) 894-8482
Full guide: behavioralhealth.partners/guide/how-to-get-legitscript-certified/