

ANDHRA PRADESH PHARMACY COUNCIL

Renewal of Registration

AP Pharmacy Council Renewal Checklist

(Please read the check list before uploading)

Application Checklist

Upload all original certificates.

Important: Scanned documents must be in the correct direction, show the complete document including all edges and corners, and have clear, readable text. Do not upload cell-phone camera photos of documents.

Online Application: Offline applications are not entertained. The Email ID and Mobile Number must belong to the candidate.

Application Checklist

01	Original Registered Pharmacist Certificate — Front Side Show all edges and corners clearly.
02	Original Registered Pharmacist Certificate — Back Side If not working, registration number and signature must be clearly visible. Take the original RPC back-side photo under focused light.
03	Original S.S.C. / SSLC / HSC / Matriculation / Equivalent Pass Certificate
04	Original Intermediate Pass Certificate
05	Original Renewal Pass Book or Renewal Certificate For the passbook, upload the Address Page and Validity Page.
06	Qualification Certificate D.Pharmacy Pass Certificate issued by Board / Original B.Pharm Degree / Pharm.D Certificate issued by University, whichever is applicable.
07	Employment Proof Medical shop: Valid Drug Licence copy. Other field: Appointment Letter from College, Private/Government Hospital, Industry or Government Job. If not working: Notary Affidavit on ₹20 Non-Judicial Stamp Paper using the prescribed website format.
08	Recent Passport-Size Color Photo Clear photo, not older than one month, with a white background. Upload only the photo without writing. This will appear on the certificate.
09	Signature — Horizontal Upload only the signature, not the whole page. This will appear on the certificate.
10	Candidate Verification Form by Gazetted Officer Signature must be attested with date and seal. Download the prescribed format from the website.
11	Self Declaration Form Include all study details with certificates and all working details from the date of registration, with full address, signature and date. Download the prescribed format from the website.
12	Permanent Address Proof in Andhra Pradesh Aadhaar Card / Election Card / Driving Licence / Passport / Ration Card / Government of AP photo ID with address.
13	Present Address Proof If different from permanent address: latest Aadhaar / Election Card / Driving Licence / Passport / Ration Card / Government of AP photo ID with address. Alternatively, Rental Agreement + Aadhaar / Voter ID / Passport of house owner.

Address Change Note: If there is any change of address, update the Council within one month with proof.

If Living / Working / Studying Abroad

01	Permanent Address Proof in Andhra Pradesh Aadhaar Card / Election Card / Driving License / Passport.
02	Passport Pages Passport page showing citizenship and address page.
03	Present Address Proof Abroad
04	Visa Copy & Immigration Stamped Pages

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Employment / Studying Proof

Appointment proof with designation, or certificate on organization / institution / company letterhead, or College ID Card, etc.

Final Note: If the application does not follow this checklist, documents are not clearly visible, or required details are missing from the relevant forms and sections, the application will be rejected.

***Note:**

1. Latest and clear endorsement of Drug inspector on the back of registered Pharmacist certificate about the discharging of Registered Pharmacist duties or not in the Medical shop with joining/relieving dates with stamp, seal and date.
2. If you are working in any organization other than as registered pharmacist in Medical shop, Get endorsement of organization head with Sign, stamp, seal, joining/relieving dates. (If uploaded some others Registered pharmacist certificate backside, action deemed fit will be taken as per Act).