

BOARD OF PHARMACY

Pharmacy Technician Registration and Vaccine Administration

November 2025

Frequently Asked Questions

1. **How do I submit an application?**

Applications can be dropped off in person or mailed to the DCCA Professional & Vocational Licensing Branch Office:

Deliver in Person:

335 Merchant St., Room 301
Honolulu, HI 96813

Mail to:

Board of Pharmacy
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

Pharmacy Technician Registration and Vaccine Administration forms are **NOT ACCEPTED ONLINE at this time.**

2. **What do I need to submit a Pharmacy Technician Registration and/or Vaccine Administration Application?**

For more information on the instructions, requirements, and fees, please see the [Pharmacy Technician Registration](#) and [Vaccine Administration](#) forms.

3. **As a pharmacy, can I submit bulk applications?**

Yes. To ensure timely processing:

- Submit a **separate check for each application** (do not use a bulk check).
- Attach each check to its corresponding application with a paper clip (do not staple).
- For Pharmacy Technician Registration and Vaccine Administration applications, place them in an envelope labeled “**Attention: PVL Licensing Branch Manager.**”

4. **Can I submit a Pharmacy Technician Registration and Vaccine Administration application at the same time?**

Yes. You may submit both applications together. However, the Pharmacy Technician Registration must be approved before the Vaccine Administration application can be processed.

5. **How do I confirm if I am registered as a Pharmacy Technician?**

Once you are approved as a Registered Pharmacy Technician, you will receive a **Notice of Registration** by email or mail. This notice includes your name, registration number, and the effective and expiration dates. It serves as confirmation that you are registered in Hawaii.

6. **How do I ensure my application is processed in a timely manner?**

To ensure timely processing of your application:

- Check the PVL website for the most current version of the forms before submitting, as they may change.
- Carefully read the instructions and fully complete the form.
- Include the correct fee for each application.
- Submit one check per application (use a paper clip to attach the check, not a staple).
- Ensure all information is correct. Missing or incorrect information, or incorrect fees, will delay the process.

7. **What if I have other questions?**

For more information visit the [Board of Pharmacy page](#) or contact PVL at (808) 586-3000.