

Third Quarter 2016

# LIQUOR NEWS

## Honolulu Liquor Commission

City & County of Honolulu • 711 Kapiolani Blvd., Suite 600 • Honolulu, HI 96813

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### IMPORTANT DATES

#### Holidays

Our office will be closed on:

**\*Tuesday, November 8, 2016** (Election Day)

**Friday, November 11, 2016** (Veteran's Day)

**Thursday, November 24, 2016** (Thanksgiving day)

*\*Replacement server training classes will be offered on Thursday, November 10, 2016.*



#### Quarterly Stats

A new feature added to our newsletter will inform our Licensees of the total number of active licenses, permits issued, certificates of registration (employee cards), server training attendees, and amount of inspections completed from the previous quarter.

##### April 1, 2016 to June 30, 2016

Total active licenses:	1,414
Special licenses issued:	155
Permits Issues:	1,007
Server Training attendees:	989
Certificates of Registrations Issues:	3,097
Premise Inspections:	111
Violations:	89

### Administrator's Message Franklin "Don" Pacarro Jr.

*Aloha!*

The Honolulu Liquor Commission (HLC) is pleased to report that 1,414 licensees have renewed their license at the close of fiscal year 2016. We would also like to welcome the 100 new licensees that have entered the industry.



Our hearings room has received a long awaited refurbishment with widened aisles and replacement of timeworn chairs. In addition, we have implemented a new audio-visual recording system. This will improve efficiencies in hearings transcriptions and documenting hearing proceedings.

As we enter FY 2017, we will be working hard to provide increased support to our licensees using technology in the form of enhancements to our website and web based applications. Please visit our website ([www.honolulu.gov/liq](http://www.honolulu.gov/liq)) for informational updates under the "News and Announcements" tab. We look forward to continually working with you to promote regulation through education and provide exceptional customer service.

*Don Pacarro*

## Gross Liquor Sales

### Did You File Your FY16 Gross Liquor Sales (GLS) Report?



The deadline to file your Gross Liquor Sales (GLS) Report was August 1, 2016. THANK YOU to all licensees who turned in your GLS on time! If you have not yet filed your report, please contact our HLC Auditors at (808) 768-7360 or (808) 768-7321 as soon as possible, so we can work with you.

As a reminder: One of the most common audit-related violations is the “failure to maintain adequate books and records” (Rules of the Liquor Commission §3-81-17.54(d)). To avoid a violation, please keep a copy of your completed FY16 GLS report and all the supporting documents used to prepare your GLS report for a period of four (4) years, and be able to produce your books and records within three (3) calendar days of an audit request.

Visit our website at: <http://www.honolulu.gov/liq/liqlawsrules.html> to view a complete set of the Rules of the Liquor Commission.

### Any Questions about GLS?

Contact HLC Auditing Team  
Akiko Reyes: (808) 768-7360  
Seng Vongphila: (808) 768-7321  
[liq-auditing@honolulu.gov](mailto:liq-auditing@honolulu.gov)



### Effective October 1, 2016

The Honolulu Liquor Commission (HLC) will only accept current versions of our forms in order to prevent any unnecessary delays in processing.

All previous versions of our forms shall be considered obsolete, and will no longer be accepted.

Current versions of our forms are available at the HLC Front Counter or on the HLC website:

<http://www.honolulu.gov/liq/formsdocuments.html>

## Frequently Asked Questions

### How can I obtain a Certificate of Registration (Liquor card)?

Customers must have proper documents before obtaining a certificate of registration.

- Valid, unexpired, Government-issued Photo ID, listing your name and date of birth (e.g., Driver's License, State ID, US Passport, Military ID, DHS/USCIS I-688)
- Either an original Social Security Card or a recent, printed (not electronic copy) Wage and Tax Statement Form (W2) that lists your Social Security Number on the document (*required for applicants who are registering for the first time*).
- \$10.00 (cash only) processing fee per Liquor Card.

### Do I need to take the Server-training class?

Only if you are a bartender or manager.

Classes are offered Mondays, Tuesdays, and Wednesdays, promptly starting at 8:30 am.

### How long is the server-training class?

Class begins at 8:30 am and is completed at 10:30 am.

### How long is the Certificate of Registration (Liquor Card) valid for?

4 years  
\*1 year for Dancer cards

### Does the HLC validate for parking in the structure?

No, we do not validate, but please see our website for parking options.

### What are the HLC's office hours?

Monday – Friday, 7:45 am to 4:30 pm.

**\*For further information please visit our website at:**

[www.honolulu.gov/liq.html](http://www.honolulu.gov/liq.html)