

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7322
INTERNET ADDRESS: www.honolulu.gov/liq

Server-Training Information

Sessions

Monday, Wednesday, Friday (Live Training Classes)
Tuesday and Thursday (Test Only, for returning
Managers and Bartenders)
Schedule an appointment:
<https://booknow.appointment-plus.com/b99ng7zg>

Contact

Email: liq-training@honolulu.gov
Phone: (808) 768-7336
Website:
<http://www.honolulu.gov/liq/trainingeducation.html>

Existing Customers: Only Photo ID required for new or replacement liquor card. Managers/Bartenders must have completed Server-Training. Liquor card(s) will expire four years from the last server-training date.

New Customers: The following items are required to attend Server-Training and to obtain a new liquor card.

- 1) **Valid Government Issued Photo ID with Date of Birth**
(*Driver's License, State ID, Passport, Military ID*)
- 2) **Social Security Card or W-2 Form** – Originals only, no copies
- 3) **Manager/Assistant Manager Authorization Letter**
[Form# LIQ-TRN-501](#)
(*Required for Managers/Assistant Managers only. Letter certifies the applicant will be or is a(n) Manager/Assistant Manager of the licensed premises.*)
- 4) **\$10.00** processing fee per Liquor ID Card (cash or credit card accepted)

Server-Training for Managers/Assistant Managers and Bartenders

All Managers/Assistant Managers and Bartenders employed by liquor establishments must successfully complete the Server-Training program and pass the examination administered by the Honolulu Liquor Commission. Please review the requirements on our Employee Registration webpage (<http://www.honolulu.gov/liq/employeeregistration.html>) and bring your documentation with you.

Server-Training Schedule

Place: Honolulu Liquor Commission

Pacific Park Plaza - 711 Kapiolani Blvd., Honolulu, HI 96813

We do not validate parking, please check our website for parking suggestions.

Days: Every Monday, Wednesday, Friday – Live training and

Every Tuesday and Thursday – Test only (*For Managers and Bartenders who successfully completed Server Training in the past eight (8) years. Required to watch online video https://youtu.be/N_OV8m9_HE4 prior to attending test only session.*)

Time: Sessions begins promptly at 10:00 a.m. and ends at approximately 12:00 p.m.

- Seating is limited to 15 seats per class.
- [Make an appointment using online scheduler <https://booknow.appointment-plus.com/b99ng7zg>](https://booknow.appointment-plus.com/b99ng7zg) (First come, first served to capacity.)
- Attendees must be present in the classroom by 10:00 am.
- Classroom is chilly, jacket recommended.