



**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

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April 16, 2020

Aloha Licensees,

The FY21 Liquor License Renewal Application Packets will be mailed out the week of May 4, 2020. Your complete PACKET (renewal application, required documents, and payment) is due Friday, June 26, 2020.

Due to social distancing requirements, the Honolulu Liquor Commission (HLC) strongly recommends that you renew and pay for your FY21 liquor license using our Liquor Control Information System (**LCIS**). To ensure you receive your FY21 liquor license in a timely manner, please take this time to **PREPARE-GATHER-SUBMIT!**

PREPARE

- Prepare by familiarizing yourself with **LCIS**. Visit our webpage at: <http://www.honolulu.gov/liq/lcis.html>
- Prepare to file online using **LCIS**:
 - Complete the "Request for LCIS User Access" form: http://www.honolulu.gov/rep/site/bfsliq/onlineforms/fillable/LIQ-LCIS-901_User_Request_Form_FILLABLE.doc.pdf
 - Print, sign, and email the completed form to LCIS@honolulu.gov
 - Receive a temporary password to access your account once we confirm all your information
- Prepare by starting the process to obtain the following documents:
 - **TAX CLEARANCE**
 - Obtain one of the following:
 - State Pre-Tax Clearance. Mailed directly to you (if qualified) from the State of Hawaii Department of Taxation (DOTAX) – please check your mailbox!
 - Original or certified DOTAX Form A-6
 - Current DOTAX payment plan
 - Hawaii Compliance Express (HCE): <https://vendors.ehawaii.gov/hce/splash/welcome.html>
 - May be able to print your State Tax Clearance and COGS from your compliance page.

- **CERTIFICATE OF GOOD STANDING (COGS)**
 - Printed within 60 days of filing
 - Visit DCCA's website at: <https://hbe.hawaii.gov/documents/search.html>
- **CERTIFICATE OF INSURANCE (COI)**
 - Liquor liability insurance coverage not less than \$1 million
 - Policy in effect on July 1, 2020
- Prepare by paying any outstanding fines, fees, or other charges due to the HLC, if any.
- Prepare by submitting any outstanding financial reports due to the HLC, if any.

GATHER

- ***If you do not receive your application packet by May 12, either:***
 - *Register for LCIS access and complete your renewal online; OR*
 - *E-mail us at liq-licensing@honolulu.gov and request a replacement packet. Provide your name, phone number, mailing address, liquor license number and business name.*
- Gather necessary information to complete your green renewal application (including an authorized signature).
- Gather all required documents above.
- Gather your annual basic license fee payment.
- If submitting online using **LCIS**, scan the above documents to your computer and prepare to upload.
- If submitting by mail or in-person, make a copy of the above documents for your file.

SUBMIT

- **SUBMIT ONLINE using LCIS (*recommended method*):**
 - Submit your license renewal online using **LCIS**
 - Instructions will be posted at <http://www.honolulu.gov/liq/lcis.html>
 - Pay by:
 - VISA/MasterCard/Discover (we will waive the 2.35% fee); OR

- Business Check, payable to “City & County of Honolulu,” and mailed to our office
 - write your license number on the check and provide a phone number, email address, and contact person
 - for licensees with multiple licenses, pay with a single check and include a cover letter listing all your license numbers and trade names
 - Submit your complete PACKET with an online submission date on or before June 19, 2020: your license will be mailed to your mailing address on file
 - Submit your complete PACKET with an online submission date after June 19, 2020: you must pick-up your license from our office (allow for 2 business days before picking up your license)
- **SUBMIT BY MAIL OR IN-PERSON:**
 - If your complete PACKET is physically received in our office on or before June 19, 2020: your license will be mailed to your mailing address on file
 - If your complete PACKET is physically received in our office after June 19, 2020: you must pick-up your license from our office (allow for 2 business days before picking up your license)
 - Pay by:
 - VISA/MasterCard/Discover (we will waive the 2.35% fee); OR
 - Business Check, payable to “City & County of Honolulu,” and mailed to our office
 - write your license number on the check and provide a phone number, email address, and contact person
 - for licensees with multiple licenses, **payment by a single check is preferred; please** include a cover letter listing all your license numbers and trade names

Thank you and be safe!

~ Honolulu Liquor Commission

Visit our website for updates: www.honolulu.gov/liq