



**LIQUOR COMMISSION  
CITY AND COUNTY OF HONOLULU**

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May 15, 2020

Aloha Licensees,

We are opening our office doors to the public on Monday, June 1, 2020, unless any mayoral proclamations or emergency orders state otherwise. We will be operating a little differently than “normal,” so please continue to check our website for details.

Since it is our annual license renewal period, we encourage all our licensees and authorized agents to use the online Liquor Commission Information System, also known as LCIS, to submit your renewal. LCIS puts interacting with the Honolulu Liquor Commission at your fingertips . . . any time of the day, any day of the week . . . and provides you the transparency and efficiency you need as a business owner. In order to use LCIS, you must first **register** to create a LCIS User account. There are two types of accounts available:

1. **Principals** (*officers, directors, managers, members, or partners*) who are registered with the Liquor Commission: Complete the “Request for LCIS User Access” form [LIQ-LCIS-901](#).
2. **Representatives of the licensee** (*authorized agents*): Complete the “Notification of Authorized Agent” form [LIQ-LIC-106](#). Your authorized agent status must be renewed annually, and must be approved by a principal of the licensee.

Simply complete the form and email to: [LCIS@honolulu.gov](mailto:LCIS@honolulu.gov)

We will then create your profile and send you information on how to access your LCIS User Account. Thru LCIS, you can file your FY21 liquor license renewal application, file your annual gross liquor sales report, and submit payments online. Also, by using LCIS, you will not be charged the 2.35% credit card service fee, and you don't have to come to our office, wait in line, and pay for parking! Go to our YouTube channel and subscribe to view our new upcoming training modules, public hearings, and public service announcements. [Link to Liquor Commission's YouTube channel](#).

As more functions and features become available, we will post that information on our LCIS webpage: [www.honolulu.gov/liq/LCIS.html](http://www.honolulu.gov/liq/LCIS.html)

Thank you and be safe!

~Honolulu Liquor Commission

Visit our website for updates: [www.honolulu.gov/liq](http://www.honolulu.gov/liq)