

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

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

**REQUEST FOR EMPLOYMENT OF A MINOR
(16 YEARS – 17 YEARS OF AGE)**

HRS 281-78(b)(4) and Rule 3-86-101.53(b)

Minors must be at least 16 years of age and cannot sell or handle liquor.

- Upon receipt of all five (5) documents listed below, allow 4-6 weeks for approval.
- The Licensee (employer) will receive notification from the Liquor Commission once the application is accepted.
- It is the Licensee's responsibility to notify the minor if the request is approved, and to ensure that the minor is properly registered with the Liquor Commission.
- A Certificate of Registration (Liquor ID card) is not issued for Restaurant class licensees.

License #: _____

Licensee Name: _____ DBA Name: _____

Mailing Address: _____

Minor's Legal Name: _____ Birthdate: _____ Age: _____

Phone #: _____ Email: _____

Employment Position: _____ Work Hours & Days: _____

Name/Title of Hiring Manager: _____

Phone #: _____ Email: _____

The following must be included with this request:

- A copy of a current valid minor's government issued photo identification (ID) card – only the following will be accepted: Driver's License, State ID, Passport or Military ID indicating birthdate.
- A copy of Hawaii Certificate of Age, Wage and Standards card issued by the State of Hawaii Department of Labor & Industrial Relations-Wage Standards Division-Child Labor.
- An **original** signed and dated letter of consent, from a parent or guardian, permitting the minor to work, and the contact information (name, phone numbers and e-mail) of the parent or guardian.
- An **original** signed and dated letter of academic standing on the school's letterhead from a school official attesting to the satisfactory academic grade standing of the minor, and the school official's contact information (phone numbers and e-mail) **or** a copy of the graduation certificate (diploma).
- An **original** signed and dated letter printed on business/company letterhead from an officer or authorized representative of the licensee requesting approval for minor employment. Letter must state the exact position the minor will be holding, the minor's proposed work schedule, and the employer's contact information (name, title, phone numbers and email).

SIGNATURE Licensee/Authorized Agent

DATE

PRINT Licensee/Authorized Agent

TITLE

For HLC Office Use Only

Interviews by Investigator: Initial & Date when completed

_____ Licensee

_____ Minor's Parent/Guardian

_____ Minor

Investigator's Report/Opinion:

INVESTIGATOR'S Report Generated/Interviewed by: _____ Date: _____

Reviewed by SUPERVISING INVESTIGATOR: _____ Date: _____

ADMINISTRATOR Approved / Denied: _____ Date: _____

LCIS Entry - HLC STAFF Initial: _____ Date: _____