

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

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INTERNET ADDRESS: www.honolulu.gov/liq

INSTRUCTIONS TO SUBMIT FINGERPRINTING
(Effective October 1, 2016)

Fingerprinting at the Honolulu Liquor Commission (HLC) office:

- A Licensing Investigator will contact you to schedule an appointment for fingerprinting ***after*** the License Application has been filed and accepted.
- Please bring the following with you to the appointment:
 - A current government issued photo identification card.
 - A certified check, or money order, for **\$42.00** (for electronic finger printing), made payable to: "Hawaii Criminal Justice Data Center" for each individual. Submit separate checks for each individual.

Note: Should the electronic fingerprinting method fail, you may be required to do traditional ink fingerprinting (hardcopy) with an additional fee.

Fingerprinting by other authorities:

- If the individual will not come to the HLC office to be fingerprinted, please submit the following:
 - A completed Honolulu Liquor Commission fingerprint card.
 - If the prints are not adequate for accurate identification purposes, we will require that a second fingerprint card be submitted. The applicant may submit more than one card at the same time.
 - A certified check, or money order, for **\$47.00** (for hardcopy ink printing) processing fee, made payable to: "Hawaii Criminal Justice Data Center" for each individual. Submit separate checks for each individual.
 - A letter from the fingerprint technician, on an agency letterhead, verifying that the applicant was fingerprinted, must accompany the fingerprint card. The verification letter must include:
 - ❖ The applicant's name
 - ❖ Social Security Number (if applicable)
 - ❖ Date of Birth
 - ❖ Date of fingerprinting
- Submit the fingerprint card, the \$47.00 processing fee (per individual), and the verification letter to the HLC.
- Electronic fingerprinting not available, hardcopy ink printing only.

PERSONAL CHECKS OR CASH WILL NOT BE ACCEPTED FOR FINGERPRINTING.