



LIQUOR COMMISSION CITY AND COUNTY OF HONOLULU

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7311
INTERNET ADDRESS: www.honolulu.gov/liq

May 29, 2020

Aloha Licensees.

As we prepare to open our office on Monday, June 1, 2020, our priority is the safety and well-being of our community, licensees, and employees. Physical distancing is the new reality so we are implementing scheduled appointment based services. Attached are two informational flyers providing more details on scheduling appointments and other precautions such as wearing a cloth face mask and maintaining appropriate physical distancing when conducting business in our office.



HONOLULU LIQUOR COMMISSION LICENSEE BULLETIN

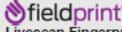
Vol. 1, 5.27.20
2020 Amnesty Program

We have seen a growing number of licensees receiving a citation for not reporting principals, alterations, or lawful gaming devices, entertainment machines and equipment. To address the problem, the Commission is encouraging disclosure, without enforcement repercussion, by initiating the 2020 Amnesty Program, for a period of six months from May 1, 2020 through October 30, 2020. We recommend that all licensees take advantage of this temporary disclosure window to update and correct their records to be in compliance with the Hawaii Revised Statutes and/or the Rules of the Liquor Commission.

Licensees who report the following items and submit the required documentation by the October 30, 2020 deadline, shall not receive a citation under the 2020 Amnesty Program:

- NEW and/or UNREPORTED PRINCIPALS.**
Licensees must report any new and/or unreported principals by submitting all required documentation (*see 017 Checklist) by close of business on October 31, 2020. (Principals include: officers, directors, managers, members, partners)
- ALTERATIONS MADE WITHOUT PRIOR COMMISSION APPROVAL.**
Licensees must report any unapproved permanent reduction or permanent increase of the licensed premises by submitting all required documentation (*see 013 Checklist) by the close of business on October 31, 2020. Licensees must report any unapproved internal renovations made to the premises by submitting all required documentation (*see 015 Checklist) by the close of business on October 31, 2020.
- LAWFUL GAMING DEVICES AND ENTERTAINMENT MACHINES & EQUIPMENT.**
Licensees must report any lawful gaming devices, table games, karaoke machines, dart machines, pool tables, and other forms of entertainment machines and equipment, as allowed by rule, by submitting a complete *Form LIQ-LIC-111 by the close of business on October 31, 2020. Late notifications made after the October 31, 2020 deadline may subject a licensee to fines or penalties through the citation process. Please contact us at lic-licensing@honolulu.gov if you have any questions.

*Please visit the FORMS/DOCUMENTS page on our website, www.honolulu.gov/liq to access these items.



Livescan Fingerprint Collection - new process for applicants and licensees

To better serve you, the Honolulu Liquor Commission is utilizing the services of fieldprint® for fingerprint collection needs. Written instructions on how to schedule an appointment with fieldprint® will be provided during the application process. You then need to create an account and schedule a fingerprint collection appointment, at your convenience, at any one of the five fieldprint® locations on Oahu.

HONOLULU * 7192 Kalaanianaʻole Highway * 2046 North King Street * 64 South Hotel Street	KUNIA * 92-1770 Kunia Road	WAIPAHU * 94-050 Farrington Highway
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fieldprint® is the largest nationwide electronic fingerprinting network with more than 1,300 Livescan sites across the United States and its territories.

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SERVER TRAINING

The Honolulu Liquor Commission June 1, 2020

MANAGERS & BARTENDERS

The Honolulu Liquor Commission (HLC) has made a few changes to Server Training to accommodate physical distancing requirements. Appointments are now required. . . . Please share this information with your co-workers.



Server Training

We now offer 2 types of server training class:

- IN-PERSON Server Training**
Managers or bartenders who need to take the server training class for their liquor card can take the "In-Person" Server Training. Please make an appointment to reserve a seat at our office.
- 2020 Online Server Training (NEW! Starting June 3, 2020)**
Existing managers and bartenders who already have a liquor card and a server training date in our system are eligible to take the "2020 Online Server Training." You need to watch the online video training, then make an appointment to take the written TEST ONLY at our office.

PLEASE SCHEDULE AN APPOINTMENT

To schedule an appointment, look for "Select Server Training."

- Select the training time from the drop down menu, then select the date.
- Complete the **New User** information, then click on the **Finalize Appointment Calendar** button.

To schedule an appointment click the appropriate icon below:

SCHEDULE SERVER TRAINING

(WEB VIEW)

Note: if you provide an email address, you will receive an appointment confirmation email. Please, only one (1) appointment per customer, and be sure to arrive 5 minutes prior to your appointment time.

Questions? Please visit: <http://www.honolulu.gov/liq/train/education.html>

For the continued health and safety of our community, we will require:

- Cover your mouth and nose with a cloth face cover
- Practice physical distancing (at least 6 feet from other people)

Your appointment may be canceled if you don't follow these requirements.

Required Documents

- Valid, unexpired Government-Issued Photo ID
- Original Social Security Card or W-2 Form with entire SSN on the document
- \$10 processing fee
- Manager Authorization Letter (for blue or purple manager liquor cards only)

- New applicants** need to bring all items listed above
- Existing customers** need to bring items #1, #3, #4
- All Customers:** Cloth face mask covering your mouth and nose is required.

Contact Us

Email: liq-training@honolulu.gov
Phone: (808) 768-7334
Visit our Website: <http://www.honolulu.gov/liq/>

Thank you and be safe!

~Honolulu Liquor Commission

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

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If you do not pass the written test with 80% correct, you will need to schedule an appointment to take the In-Person Server Training.

PLEASE SCHEDULE AN APPOINTMENT

To schedule an appointment, look for "Select Server Training."

- ◆ Select the training time from the drop down menu, then select the date.
- ◆ Complete the New User information, then click on the Finalize Appointment Calendar button.

To schedule an appointment, click the icon below:

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Note: if you provide an email address, you will receive an appointment confirmation email. Please, only one (1) appointment per customer, and be sure to arrive 5 minutes prior to your appointment time.

Questions? Please visit: <http://www.honolulu.gov/liq/trainingeducation.html>

For the continued health and safety of our community, we will require you to:

- ◆ Cover your mouth and nose with a cloth face cover
- ◆ Practice physical distancing (at least 6 feet from other people)

Your appointment may be canceled if you don't follow these requirements.



Required Documents

- 1) Valid, unexpired Government-issued photo ID
- 2) Original Social Security Card or W-2 Form with entire SSN on the document
- 3) \$10 processing fee
- 4) Manager Authorization Letter (for blue or purple manager liquor cards only)

- New applicants: bring all items listed above
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- All Customers: a cloth face mask covering your mouth and nose is required.

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HONOLULU LIQUOR COMMISSION

LICENSEE BULLETIN

Vol.1_5.27.20

Our New Reality

It's tough to see past the storm when you are in its eye, but we are all adjusting our sails to weather through it, together.

Aloha Licensees —

We understand how difficult and unsettling these past couple months have been, and that you are still dealing with financial uncertainty and the impact it has on your business and employees. As we navigate through these times together, please know that our first priority is the safety and well-being of our community, licensees, and employees. Physical distancing is our new reality, so to be in compliance, we implemented two major operational changes:

- ◆ **APPOINTMENTS ARE REQUIRED for the following services:**
 - Certificate of Registration (*aka Liquor ID Card*)
 - Server Training class (*see the Server Training Handout on our website*)
 - In-person review of license applications and permits
 - **fieldprint**[®] fingerprint service for applicants who need to be printed
- ◆ **For the months of June and July 2020, please visit us in Suite 111, our temporary office for the above services and waiting area for hearings.**

Thank you in advance for notifying your employees of our changes. As a reminder, please wear a cloth face mask and maintain appropriate physical distancing when visiting our office.

Important Dates to Remember

JUNE - JULY 2020:

**Visit us in
Suite 111**

TUESDAY 06/30/2020

Current FY20 Liquor License expires at midnight

WEDNESDAY 07/01/2020

New FY21 Liquor License must be posted to serve liquor

Gross Liquor Sales (GLS)
FY20 Report – first day to file

FRIDAY 07/31/2020

Gross Liquor Sales (GLS)
FY20 Report – last day to file

FRIDAY 10/30/2020

GLS Payment due, if applicable

Adjusting to Change

Since March, not only did we change how we live, but we changed how we work and how we do business. Part of that change includes implementing the following:

- For the months of June and July, please **visit us in Suite 111**. We are temporarily using this space to accommodate multiple Server Training classes, issuing Liquor ID Cards, and in-taking license applications and permits (including renewals).
- Commission Hearings are scheduled for June 4, 18, and 25. Please **report to Suite 111**. An investigator will let you know when it is your turn to go to Suite 600 for your agenda item.
- Waiver of the 2.35% credit card service fee for all transactions, including Liquor ID Cards, online license renewals, application fees, and gross liquor sales payments, for the months of June - October 2020.
- Waiver of the submission deadline for all administrative approval requests that are complete for June 2020, including:
 - Sampling Permits
 - Transient Vessel Licenses
 - Catering Licenses (1-3 days)
 - Temporary (1-3 days) Extension and Deletion of Premises
 - One-Day Special Liquor License (Non-Profit)
- All Certificates of Registration (Liquor ID Cards) that expired between March 18 – May 31, 2020 will be given an automatic 90-day extension.
- FY20 Annual Gross Liquor Sales Reports are still due on Friday, July 31, 2020; however, the deadline to submit the FY 20 GLS Payment is extended to Friday, October 30, 2020.
- Partial and temporary GLS reports and payments are due when normally required.
- Due to physical distancing requirements, you must **MAKE AN APPOINTMENT** for all services.



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