



**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

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June 23, 2020

Aloha Licensees,

Thank you to everyone who submitted a FY21 Liquor License Renewal application by last Friday. As long as you submitted all required paperwork and payment, you should have your new license no later than this Friday.

If you have not submitted your license renewal form (green form), required documents, and payment, please do so by the June 26, 2020 deadline to ensure you receive your new license by July 1. Please refer to [Administrator Pacarro's memorandum](#), dated May 4, 2020, for a list of items to be submitted with your renewal form.

At this date, we do not recommend mailing your renewal application. Instead, you may renew online or in-person.

1) SUBMIT ONLINE using LCIS (*preferred method – 24/7 online access*):

- [Click here for instructions](#) to register as a LCIS user and to renew your license online.
- Pay online using your VISA/MasterCard/Discover (we are waiving the 2.35% credit card fee)
- We also accept payment by Business Check, payable to "City & County of Honolulu." To ensure payment is received, you must schedule an appointment at our office and submit payment by the deadline. [Click here to make an appointment](#).

2) SUBMIT IN-PERSON (*an appointment to drop-off is required*):

- [Click here to make an appointment](#) at our office.
 - If you submit all required documents, we may be able to provide you with your FY21 liquor license at your appointment.
 - Our appointment times are from Monday thru Friday, 7:45 am to 3:25 pm. We are temporarily located on the FIRST FLOOR in Suite 111 (DO NOT take the elevators to the 6th floor).

Your current liquor license expires on Tuesday, June 30, 2020. If you are not renewing, please return your green renewal form, and include your contact information and a brief memo stating you are not renewing.

Thank you and be safe!

~ *Honolulu Liquor Commission*