



**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

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INTERNET ADDRESS: www.honolulu.gov/liq

June 26, 2020

Aloha Licensees:

Thank you to everyone who renewed their FY21 Liquor License. Please remember to post your license by Wednesday, July 1, 2020.

For those who submitted their renewal application, documents, and payment, but have not received a license yet, please schedule an appointment, on either June 29 or 30, to pick it up at our office.

You may [click here](#) to schedule an appointment, or you can type this address into your browser: <https://booknow.appointment-plus.com/b99ng7zg>.

For those who have not yet submitted their renewal application, documents, and payment, you may still do so this weekend! Our online system, LCIS is available 24/7 for your use. You must first register for a LCIS User Account before you can access the system. Please do this by going to our [LCIS home page](#) at <http://www.honolulu.gov/liq/LCIS.html>, completing the appropriate request form below, and emailing the completed form to our LCIS Team at LCIS@honolulu.gov.

- [Request for LCIS User Account](#) (for Licensees, Officers, Directors, Managers, and Members)
- [Notification for Authorized Agent](#) (for all other representatives/agents of the licensee)

Once you have a LCIS User Account, you can do the following online: renew your FY21 Liquor License; file your FY20 Gross Liquor Sales report; and submit online payments using a VISA, MasterCard, or Discover credit card without incurring the 2.35% credit card fee.

You can also track your application status in the "Existing Applications" link on our LCIS Home Screen:

- **Submitted:** your application has been received and is under review; your payment has not been received
- **Pending:** your application has been received and is under review; your payment has been received
- **Completed:** your application has been reviewed, approved, processed, and closed; your payment has been received

For assistance, please contact:

- Licensing Support Section at liq-licensing@honolulu.gov – for any license renewal questions
- LCIS Team at LCIS@honolulu.gov – for any LCIS related questions

Mahalo,

~ *Honolulu Liquor Commission*