



**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

April 9, 2020

The COVID-19 pandemic has definitely changed how we live and work. As we continue to monitor developments associated with this pandemic, we realize there will likely be various ramifications for many of you in the liquor industry. We want to offer some relief by:

- Waiving the 2.35% credit card service fee for all transactions, including online license renewals and GLS payments, for the months of May, June and July 2020
- Saving you time
 - Online renewals of FY21 Licenses
 - Mail or drop off all applications and requests – no need to wait for a review, as we will contact you
- Waiving the submission deadline for all administrative approval requests that are **complete** for the months of May and June 2020. These include:
 - 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)
- Holding multiple Server Training Classes for the months of May, June, and July 2020
 - 10 attendees per day (until social distancing requirements are relaxed)
 - classes to be held Monday – Friday, at 8:00 a.m., 11:00 a.m., and 2:00 p.m. (**exception: there will NOT be a Thursday 2:00 p.m. class due to hearings**)
- Providing an automatic 90-day extension for all Certificates of Registration (Liquor ID Cards) expiring between March 18, 2020 – April 30, 2020
- Extending the deadline to submit the FY20 Annual Gross Liquor Sales Payments to Friday, October 30, 2020
 - FY20 Annual Gross Liquor Sales Reports will still be due Friday, July 31, 2020
 - Partial and Temporary GLS reports and payments are due when normally required

- Not requiring you to place your FY20 liquor license in “safekeeping” (don’t mail your license back to us) if you are completely or partially closed due to COVID-19
 - Email liquor@honolulu.gov to notify us if your business is completely or partially closed due to COVID-19

The FY21 Liquor License Renewal application packets will be mailed out the week of May 4, 2020. Your completed application is due Friday, June 26, 2020.

In the meantime, we encourage everyone to register as an online user for our web-based system called LCIS (Liquor Commission Information System).

It’s a faster way to process your License Renewals and Annual Gross Liquor Sales!

- Go to: http://www.honolulu.gov/rep/site/bfslq/onlineforms/fillable/LIQ-LCIS-901_User_Request_Form_FILLABLE.doc.pdf
- Complete the Request for LCIS User Access form
- Print, sign, and email the completed form to LCIS@honolulu.gov
- Receive a temporary password to access your account once we confirm all your information

Our next weekly eBlast will remind you of the steps to **PREPARE-GATHER-SUBMIT**.

Thank you and be safe!

~ ***Honolulu Liquor Commission***

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