

## Checklist for License to Carry Firearm – Civilian (not for armed guards)

This checklist is NOT required as part of the Application for a License to Carry; it is provided solely as an abbreviated, informational guide to assist applicants in gathering documents. Completing this checklist does not constitute a complete application for a License and does not authorize the applicant to possess or carry a firearm. If there are any discrepancies between this checklist and the relevant statutes/rules, the statutes/rules control. Items that have already been submitted do not need to be re-submitted unless requested by the Firearms Unit.

1. Documentation that, at any time in the past, you completed a firearms training or safety course that satisfies Hawai‘i Revised Statutes (“HRS”) § 134-2(g)(4).
2. Notarized certification, from a verified instructor, that you completed the firearm certification program in § 15-19 of the Rules of the Chief of Police. This includes:
- a. A minimum four-hour lecture session, taken within the last two years;
  - b. A written multiple-choice examination, passed within the last two years; and
  - c. A shooting proficiency test, passed within the last 90 days, for each firearm for which a license is sought.

Note: you may satisfy the requirements of both #1 and #2 with a single training, so long as that training covers all required topics.

3. Completed and signed “Application for License to Carry Concealed Firearm.”
4. Copy of signed Firearms Registration, registered in your name. (Note: multiple people may be licensed for the same firearm, so if the firearm is not registered in your name, please provide an explanation.)
5. Signed HIPAA medical release.
6. Signed release for State of Hawai‘i, Adult Mental Health Division.
7. Completed and signed “State of Hawai‘i Permit to Acquire Firearms Application Questionnaire.”
8. Valid government-issued identification.
9. One United States passport-sized, front-facing photo of the applicant.
10. Additional information, according to this chart:

Have you been a resident of Hawai‘i for more than five years?

