**Checklist for License to Carry Firearm – Civilian**

This checklist is NOT required as part of the Application for a License to Carry (LTC); it is provided as an 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.

1. Affidavit expressly acknowledging applicant’s has read and understood responsibilities of possessing a LTC pursuant to Hawai‘i Revised Statutes (“HRS”) § 134-9(d)(5)(A)(i-vii) and (B, C, D)

2. Notarized affidavit from a verified instructor for the completion of the LTC certification program in accordance with HRS 134-9. Including the following:
   - Minimum four hour lecture session (within four years)
   - Passing written examination (within four years of application)
   - Passing shooting proficiency test, (within 90 days)

3. Completed Application for A License to Carry Concealed/ Unconcealed Firearm

4. Copy of firearms registration for each firearm

5. HIPAA medical release

6. State of Hawai‘i, Adult Mental Health Division authorization form

7. State of Hawai‘i Permit to Acquire Firearms Application Questionnaire

8. Valid government-issued photo identification


10. One United States passport-sized, front-facing photo of the applicant

11. Non-refundable fee of $150.00 dollars

If there are any discrepancies between this checklist and the relevant statutes/rules, the statutes/rules control.