

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
- 9. Proof of State of Hawaii residency
- 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.