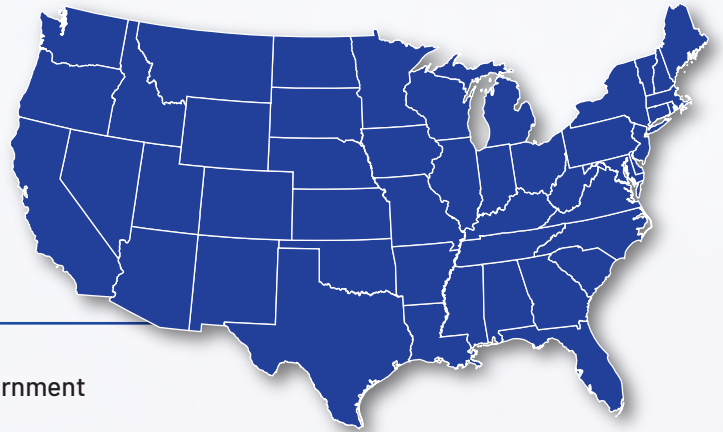


# STATE PUBLIC RECORD LISTINGS



## HAWAII

State Public Record Listings (SPRLs) enable you to quickly reach government agencies and institutions that house public records.

SPRLs are an ideal tool for returning citizens looking to identify sources and repositories of public record documents and those seeking to conduct legal research.

### State Public Record Listings Includes 28,000+ Agencies:

- **Agency Facts:** office hour; time zone; web sites, types of records held.
- **Search and Access Facts:** all methods of access; indexing; search requirements; how far back records are kept and available, online availability with comments on accuracy; when public access terminals are onsite; turnaround times.
- **Privacy Facts:** restrictions imposed on searchers or types of searchers; if signed releases or notarized statements are required.
- **All Fees:** access, copy; certification; expedited; if credit cards are accepted; if personal or business checks accepted.
- **Searching Tips and Idiosyncrasies:** inside information on what you need to know about a particular agency holding records.
- Plus Much More!

### SPRLs are your direct connection to these six comprehensive categories:

#### 1. County and Local Courts

- 75% of criminal and civil courts provide online access to an historical docket index - but how good are these sites? SPRLs includes analyzation of all state online judicial systems; if statewide, if on-site equivalent; all access methods.
- Nearly 80% of the courts now offer an onsite public access terminal (PAT).
- Know which courts will or will not perform a clerk name search.
- Besides criminal and civil, find out about probate, eviction, small claims, traffic, town infractions, and family court records, etc. - and more!

#### 2. Federal Courts

- The counties assigned to each Federal Court - or when not assigned.
- How to obtain online records.
- All about Multi-Voice Case Information Systems (VCIS & McVCIS), Electronic Case Files (CFE), and Federal Record Centers, EDGAR, etc. - and more!

#### 3. Local Recorder and Assessor Offices

- Which agencies provide online document images.
- When you need to hire your own onsite retriever.
- Direct phone lines to county/city/parish agencies, etc. - and more!

#### 4. State Agencies with Public Records

- Permit purchase of databases or customized lists.
- Offer online access to records.
- Offer record access by phone.
- Require a signed release, offer expedited services, accept business checks, permit requesters to set up an account, etc. - and more!

#### 5. Occupational Licensing Boards

- 5,466 Web sites with credential lookups by name.
- Direct phone lines for license status to complaints, violations, or disciplinary actions.

#### 6. The County Locator

- Identifies the correct county location for 159,000 ZIP Code and place/city name combinations.
- Identifies 9,000+ ZIPs that cross county lines.

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# STATE PUBLIC RECORD LISTINGS - LEGAL AND PUBLIC RECORD RESEARCH MADE EASY!

State Public Record Listings include thousands of local contacts for county, state and Federal agencies in every state. Each listing is divided into 6 individual categories to ensure ease of use. The below listing of categories and sub-categories is an example of the types of information provided and does not represent the entirety of each category or listing.

## 1. County and Local Courts

## 2. Federal Courts

## 3. Local Recorder and Assessor Offices

## 4. State Agencies with Public Records

- Criminal Records
- Sexual Offender Registry
- Incarceration Records
- Statewide Court Records
- Corporation, LP, LLC, LLP, Trade Names, Trademarks/Service Marks
- Uniform Commercial Code, Federal & State Tax Liens
- Sales Tax Registrations
- Birth Certificates
- Death Records

- Marriage Certificates
- Divorce Records
- Workers' Compensation Records
- Driver Records
- Vehicle Ownership & Registration
- Legislation Records
- Voter Registration, PACs, Lobbyists
- GED Certificates

## 5. State Occupational Licensing Boards

- Licensing Quick Finder
- Licensing Agency Information

## 6. County Locator

- City/County Cross Reference
- Zip/City Cross Reference

## AVAILABLE STATE PUBLIC RECORD LISTINGS & PRICING

State Public Record Listings are available for the following states and territories. Each SPRL contains the aforementioned categories. However, due to variations in how state and territories manage their records, listings vary in size and complexity.

LOCATION	PRICE	ITEM #	LOCATION	PRICE	ITEM #	LOCATION	PRICE	ITEM #
Alabama	\$13.08	ALSPRL	Kentucky	\$14.68	KYSPRL	North Dakota	\$11.68	NDSPRL
Alaska	\$10.20	AKSPRL	Louisiana	\$12.28	LASPRL	Ohio	\$16.76	OHSPRL
Arizona	\$12.28	AZSPRL	Maine	\$10.76	MESPRL	Oklahoma	\$12.28	OKSPRL
Arkansas	\$14.12	ARSPRL	Maryland	\$11.12	MDSPRL	Oregon	\$11.24	ORSPRL
California	\$15.60	CASPRL	Massachusetts	\$13.20	MASPRL	Pennsylvania	\$14.44	PASPRL
Colorado	\$11.80	COSPRL	Michigan	\$15.96	MISPRL	Rhode Island	\$9.84	RISPR
Connecticut	\$12.60	CTSPRL	Minnesota	\$13.52	MNSPRL	South Carolina	\$12.04	SCSPRL
Delaware	\$9.16	DESPRL	Mississippi	\$12.96	MSSPRL	South Dakota	\$11.92	SDSPRL
District of Columbia	\$8.60	DCSPRL	Missouri	\$14.68	MOSPRL	Tennessee	\$13.64	TNSPRL
Florida	\$13.52	FLSPRL	Montana	\$11.36	MTSPRL	Texas	\$23.32	TXSPRL
Georgia	\$16.64	GASPR	Nebraska	\$14.56	NESPRL	Utah	\$10.44	UTSPRL
Hawaii	\$9.16	HISPR	Nevada	\$10.76	NVSPRL	Vermont	\$11.80	VTSPRL
Idaho	\$11.00	IDSPRL	New Hampshire	\$11.24	NHSPRL	Virginia	\$16.52	VASPR
Illinois	\$14.44	ILSPRL	New Jersey	\$11.68	NJSPRL	Washington	\$13.64	WASPR
Indiana	\$13.76	INSPRL	New Mexico	\$11.12	NMSPRL	West Virginia	\$12.72	WVSPRL
Iowa	\$13.52	IASPR	New York	\$16.64	NYSPRL	Wisconsin	\$12.84	WISPR
Kansas	\$13.20	KSSPR	North Carolina	\$13.64	NCSPRL	Wyoming	\$10.32	WYSPRL

### ORDER YOUR PRINTED STATE PUBLIC RECORD LISTING TODAY!

Placing your order is quick and easy! Simply submit payment (specific to the state or territory requesting) along with your personal and mailing details to Reentry Essentials! Once processed, you'll receive your requested SPRL by USPS in 7 to 10 business days. All prices include postage.

☎ 347.973.0004

✉ [info@ReentryEssentials.org](mailto:info@ReentryEssentials.org)

🌐 [www.ReentryEssentials.org](http://www.ReentryEssentials.org)

Reentry Essentials, Inc., 2609 East 14 Street, Suite 1018, Brooklyn, NY 11235-3915

## General Information:

Capital:	Honolulu, Honolulu County
Time Zone:	HT (Hawaii Standard Time)
Number of Counties:	4
Population:	1,404,054
Web Site:	<a href="http://www.ehawaii.gov">www.ehawaii.gov</a>



### Governor's Office

State Capitol  
415 S Beretania St  
Honolulu, HI 96813  
<http://governor.hawaii.gov>

808-586-0034  
Fax 808-586-0006  
7:45AM-5PM

### Legislative Records

Hawaii Legislature  
415 S Beretania St  
Honolulu, HI 96813  
[www.lrbhawaii.org](http://www.lrbhawaii.org)

808-587-0700  
Fax 808-586-3584  
9AM-5PM

### Attorney General's Office

425 Queen St  
Honolulu, HI 96813  
[www.ag.hawaii.gov](http://www.ag.hawaii.gov)

808-586-1500  
Fax 808-586-1239  
7:45AM-4:30PM

### State Archives

Iolani Palace Grounds  
Honolulu, HI 96813  
<http://ags.hawaii.gov/archives>

808-586-0329  
Fax 808-586-0330  
9AM-4PM

## State Agencies

### Criminal Records

Hawaii Criminal Justice Data Center, CHRC Unit, 465 S King St, Room 101, Honolulu, HI 96813; 808-587-3279 (Record Checks), 808-587-3100 (General Number); 7:45AM-4:30PM.

<http://ag.hawaii.gov/hcjd/>

The Hawaii Criminal Justice Data Center (HCJDC) is an agency of the Department of the Attorney General in the State of Hawaii and is responsible for the statewide criminal history record information system (CJIS-Hawaii).

**Indexing & Storage:** Records available from the 1930's. The repository was implemented in 1979; whatever data was held by existing local law enforcement was converted. New records available for inquiry in 24 hours or less.

**Searching:** Include in request- any aliases. Also helpful are gender, date of birth. A request form is available at the web page. Submission of fingerprints is an option. There are public access terminals at 5 police stations with same access screen - however the police station terminals also permit searching by the SSN - the online system does not. This data not released: non-conviction or pending data. Only conviction data is reported to the public. Per a 2012 U.S. DOJ Study, 94% of all arrests in database have final dispositions recorded, and 21% of all dispositions received cannot be matched to a specific arrest record.

**Access by:** mail, in person, online.

**Fee & Payment:** The fee for a name search is \$30.00, for a fingerprint search \$35.00. Add \$20.00 for certification. Online access is different - see that section. Fee payee: Director of Finance, State of Hawaii. Prepayment required. Money

orders and cashiers' checks are the only acceptable methods of payment. Personal checks are not accepted. Credit cards accepted only for online searches.

**Mail search:** Turnaround time: 3 to 5 days. A SASE is not requested.

**In person search:** The public may access conviction information at public access locations at the HCJDC. There is no fee to view a record, but \$15.00 is charged for a computer printout.

**Online search:** Online access is available at eCrim at <https://ecrim.ehawaii.gov/ahewa/>. There is a \$5.00 search fee for each unique search. The cost of an official record is an additional \$10.00. Unlimited eCrim searches are available for a monthly fee. Registration is required. Questions are directed to 808-587-4220

**Other access:** A Bulk Criminal Data Download is available for \$24,000/year. There is a minimum one year subscription. See <http://portal.ehawaii.gov/subscriber-services.html>.

### Sexual Offender Registry

Hawaii Criminal Justice Data Center, Sexual Offender Registry, 465 S King St, Room 101, Honolulu, HI 96813; 808-587-3350; 8AM-4PM.

<http://sexoffenders.ehawaii.gov/sexoffender/welcome.html>

Information regarding covered offenders is permitted pursuant to Chapter 846E. Public access to this information is based solely on the fact of each offender's criminal conviction and is not based on an estimate of the offender's level of dangerousness.

**Indexing & Storage:** Records available from 1997. New records available in 1-2 weeks.

**Searching:** The following information about offenders is available to the public: name, prior names, aliases, photograph, residence address, personal vehicles(s) driven, street name of employment, college/university affiliation, and crime for which convicted. Include in request-name or street and Zip Code. Information is available at Public Access locations at main county police stations, including the Kona police station.

**Online search:** Search at <http://sexoffenders.ehawaii.gov/sexoffender/search.html>. Search by name, street or ZIP Code.

**Other access:** Download all sex offender data for the state of Hawai'i. Cost for the Sex Offender and Other Covered Offender Registry Data is \$100 per download. For more information on purchasing Bulk COR Data, please call (808) 695-4622.

### Incarceration Records

Hawaii Department of Public Safety, Inmate Classification, 919 Ala Moana Blvd #401, Honolulu, HI 96814; 808-587-2567 (Inmate Classification), 808-587-1367 (Offender Management Office), Fax- 808-587-1282; 7:45AM-4:30PM.

<http://dps.hawaii.gov/about/divisions/corrections/>

**Indexing & Storage:** Records available on current and former inmates. Some older records were lost when a new computer system was installed. New records available for inquiry in 1 to 20 days.

**Searching:** Include in request- name; DOB and SSN helpful. There is no fee. Records are considered public information.

**Access by:** mail, phone, online.

**Mail search:** Turnaround time: 1-2 days. A SASE is helpful.

**Phone search:** Limited information available by telephone.

**Online search:** The inmate locator is outsourced to a vendor service - see <https://www.vinelink.com/vinelink/siteInfoAction.do?siteId=50000>.

## Statewide Court Records

Administrative Director of Courts, Hawaii Court System, 417 S. King St, Honolulu, HI 96813; 808-539-4900, 808-539-4910 (Public Affairs Office), Fax- 808-539-4855; 7:45AM-4:30PM.

[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

The web page offers public access to the state's court systems. Also all courts sell a Traffic Court Report of all traffic court cases. If the subject is a juvenile, then a signed release is required. The fee is \$1.00 for first page, and \$.50 ea add'l.

**Online search:** Two free access systems are at [www.courts.state.hi.us/legal\\_references/records/hoohiki\\_disclaimer.html](http://www.courts.state.hi.us/legal_references/records/hoohiki_disclaimer.html) find civil and criminal case information from the Circuit and Family Courts and certain civil information in the District Courts. Most courts offer access back to mid 1980s. A thru-put date list by Circuit and type of record is found at

[www.state.hi.us/jud/pdf/hoohiki\\_data\\_content.pdf](http://www.state.hi.us/jud/pdf/hoohiki_data_content.pdf).

For access to cases in the Traffic Division of the District Court of the State of Hawaii, the Hawaii Intermediate Court of Appeals, and the Hawaii Supreme Court, use the eCourt Kokua system found on the home page listed above. Note that juvenile traffic records are not available online. Also, opinions from the appellate court are available from the home web page site.

## Corporation, LP, LLC, LLP, Trade and Assumed Names, Trademarks/Service Marks

Dept of Commerce and Consumer Affairs, Business Registration Division, PO Box 40, Honolulu, HI 96810; 808-586-2727 (Documents), 808-586-2744 (Administration), Fax- 808-586-2733; 7:45AM-4:30PM.

<http://cca.hawaii.gov/breg/>

The physical address is King Kalakaua Building, 335 Merchant Street Room 201, Honolulu, HI 96813.

**Indexing & Storage:** Records available from 1859 to present for active entities, 1900 to present for inactive entities. New records available for inquiry immediately.

**Searching:** There are no access restrictions. Records are open to the public. Direct email questions to [breg@dcca.hawaii.gov](mailto:breg@dcca.hawaii.gov). Include in request- full name of business. In addition to the articles of organization, business entity records available include: Annual Reports, Officers, Directors, DBAs, Prior (merged) names, Inactive and Reserved names.

**Access by:** mail, phone, fax, in person, online.

**Fee & Payment:** There is no search fee. The copy fee is \$.25 per page. Fee payee: Business Registration Division. Prepayment required. Personal checks accepted. Credit cards accepted (\$1.00 minimum charge).

**Mail search:** Turnaround time: 2 weeks. A SASE is requested.

**Phone search:** They will confirm data over the phone or let you know how many copies to prepay.

**Fax search:** Same criteria as mail searches. The Consumer Dial Fax on Demand Service is 808-587-1234.

**In person search:** Turnaround while you wait.

**Online search:** Note: For assistance during business hours, call 808-586-2727. Online access to business names is available at [https://hbe.ehawaii.gov/documents/search.html?mobile=N&site\\_preference=normal](https://hbe.ehawaii.gov/documents/search.html?mobile=N&site_preference=normal). There are no fees. There are multiple online services provided. One can also purchase/search to see if business qualifies for a Good Standing report. Tax license searching is free at <https://dotax.ehawaii.gov/tls/app>. Search by name, ID number of DBA name. PDF copies may be purchased for \$3.00. Thru the web page at [business.ehawaii.gov](http://business.ehawaii.gov), the agency provides a Mobile App to search a business name, find information or purchase filed documents. Use your device and the website will display a Mobile App version.

**Other access:** Bulk data can be purchased online through the List Builder program at <https://hbe.ehawaii.gov/listbuilder/>. One may build a customized list of registered businesses. Visit the website or call 808-695-4624 for more information.

## Uniform Commercial Code, Federal & State Tax Liens, Real Estate Recordings

UCC Division, Bureau of Conveyances, PO Box 2867, Honolulu, HI 96803 (Courier address- 1151 Punchbowl St, Rm 120, Dept. of Land & Natural Resources, Honolulu, HI 96813); 808-587-0147, Fax- 808-587-0136; 7:45AM-4:30PM.

<http://dlnr.hawaii.gov/boc/>

The Bureau records, indexes, and microfilms over 344,000 Regular System and Land Court documents and maps annually; issues Land Court Certificates of Title; certifies copies of matters of record; and researches UCC requests.

**Indexing & Storage:** Records available from 1845. Records are online from 1976. Records are not destroyed.

**Searching:** For USS use search request form UCC-11. Effective July 1, 2008, documents filed with the Bureau of Conveyances must include only the last four digits of an individual's SSN. Include in request- debtor name. A UCC record does not include tax liens; a separate search is required.

**Access by:** mail, in person, online.

**Fee & Payment:** Fees are \$25.00 per debtor name plus additional fees of \$5.00 for each financing statement and statement of assignment reported. Copies cost \$1.00 per page. Fee payee: Bureau of Conveyances. Prepayment required. An initial fee of \$25.00 must be paid in advance, additional fees will be invoiced. Personal checks accepted. No credit cards accepted.

**Mail search:** Turnaround time: 1 week. A SASE is requested.

**In person search:** There is self-service in the public reference room.

**Online search:** All of the available searches and images from this agency are available at <http://dlnr.hawaii.gov/boc/online-services/>. Search the all the indices from 1976 forward by grantor,

grantee, business name. Includes real estate recordings. Uncertified copies of documents recorded as of January 1992 can be downloaded immediately after purchase at <https://hoc.ehawaii.gov/docsearch/nameSearch.html>. For technical questions call 808-695-4620.

**Other access:** Commercial customers may subscribe to a monthly service for bulk download of record documents.

## Sales Tax Registrations

Records not maintained by a state level agency. State does not impose sales tax.

## Birth Certificates

State Department of Health, Vital Records Section, PO Box 3378, Honolulu, HI 96801; 808-586-4533, Fax- 808-586-4535; 7:45AM-2:30PM (walk-in hours). <http://health.hawaii.gov/vitalrecords/>

Upon request, a letter of verification attesting to the existence of a requested record on file with the Department of Health may be issued.

**Indexing & Storage:** Records available from mid 1800's to present. New records available for inquiry in 10-20 days.

**Searching:** Access to vital records is restricted by statute (HRS §338-18). After 75 years, records are considered genealogy records, but processing requests is not a priority. Direct questions to [vr-info@doh.hawaii.gov](mailto:vr-info@doh.hawaii.gov). Include in request- full name, names of parents, mother's maiden name, DOB, place of birth, relationship to person of record, reason for information request, signed release. For a certified record, requestor must provide the information needed to 1) establish his/her direct and tangible interest in the record and 2) locate the desired record. Record request forms are available from the webpage.

**Access by:** mail, in person, online.

**Fee & Payment:** Fees are \$10.00 for first copy and \$4.00 for each subsequent copy of same record. Fee payee: State Department of Health. Prepayment required. Money orders, certified checks, and cashier's checks are accepted. Personal checks are not accepted. No credit cards accepted.

**Mail search:** Turnaround time: 6 weeks or more. SASE not required.

**Online search:** The Department provides an online ordering system at <https://www.ehawaii.gov/doh/vitrec/exe/vitrec.cgi>. The certified copies being ordered will be mail, and will not be issued online as a part of the transaction. Turnaround time is usually at least one month. The fee is the same as mentioned above PLUS \$1.50 for processing.

**Expedited service:** Expedited service is available for mail searches. Turnaround time- 5 to 7 days. You must enclose a return pre-paid, self-addressed envelope.

**In person search:** Unless proof of urgency established for same day service, results are mailed or available for pick-up in 2 weeks or so. In person requests can be made 7:45AM to 2:30PM daily.

**Online search:** The Department provides an online ordering system at <https://www.ehawaii.gov/doh/vitrec/exe/vitrec.cgi>. The certified copies being ordered will be mail, and will not be issued online as a part of the transaction. Turnaround time is usually at least one month. The fee is the same as mentioned above PLUS \$1.50 for processing.

**Expedited service:** Expedited service is available for mail searches. Turnaround time- 5 to 7 days. You must enclose a return pre-paid, self-addressed envelope.

## Death Records

State Department of Health, Vital Records Section, PO Box 3378, Honolulu, HI 96801; 808-586-4533, Fax- 808-586-4535; 7:45AM-2:30PM (walk-in hours). <http://health.hawaii.gov/vitalrecords/>

Upon request, a letter of verification attesting to the existence of a requested record on file with the Department of Health may be issued.

**Indexing & Storage:** Records available from mid 1800's on, but early records are not complete. New records available for inquiry in 10-20 days.

**Searching:** Access to vital records is restricted by statute (HRS §338-18). After 75 years, records are considered genealogy records, but processing requests is not a priority. Direct questions to [vr-info@doh.hawaii.gov](mailto:vr-info@doh.hawaii.gov). Include in request- full name, date of death, place of death, names of parents, relationship to person of record, reason for information request. An applicant/requestor must provide the information needed to 1) establish his/her direct and tangible interest in the record and 2) locate the desired record. Record request forms are available from the webpage.

**Access by:** mail, in person.

**Fee & Payment:** The fee is \$10.00 per record and \$4.00 for each subsequent copy of same record. Fee payee: State Department of Health. Prepayment required. Cashier's checks and money orders accepted. No credit cards accepted except online.

**Mail search:** Turnaround time: 6 weeks or more.

**In person search:** Unless proof of urgency established for same day service, results are mailed or available for pick-up in 2 weeks or so. In person requests can be made 7:40AM to 2:30PM daily.

**Expedited service:** Expedited service is available for mail searches. Turnaround time- 5 to 7 days. You must enclose a return pre-paid, self-addressed envelope.

## Marriage Certificates

State Department of Health, Vital Records Section, PO Box 3378, Honolulu, HI 96801; 808-586-4533, Fax- 808-586-4535; 7:45AM-2:30PM (walk-in hours).

<http://health.hawaii.gov/vitalrecords/>

Upon request, a letter of verification attesting to the existence of a requested record on file with the Department of Health may be issued.

**Indexing & Storage:** Records available from mid 1800's to present. New records available for inquiry in 3-5 days.

**Searching:** Access to vital records is restricted by statute (HRS §338-18). After 75 years, records are considered genealogy records, but processing requests is not a priority. Direct questions to [vr-info@doh.hawaii.gov](mailto:vr-info@doh.hawaii.gov). Include in request- names of husband and wife, wife's maiden name, date of marriage, place or county of marriage, names of parents, relationship to person of record, reason for information request. An applicant/requestor must provide the information needed to 1) establish his/her direct and tangible interest in the record and 2) locate the desired record. Record request forms are available from the webpage.

**Access by:** mail, in person, online.

**Fee & Payment:** Fee is \$10.00 per record and \$4.00 for subsequent copy of same record. Fee payee: State Department of Health. Prepayment required. Cashier's check and money orders accepted. Credit cards accepted only online.

**Mail search:** Turnaround time: 6 weeks or more. SASE not required.

**In person search:** Unless proof of urgency established for same day service, results are mailed or available for pick-up in 2 weeks or so. In person requests can be made 7:40AM to 2:30PM daily.

**Online search:** The Department provides an online ordering system at <https://www.chawaii.gov/doh/vitrec/exe/vitrec.cgi>. The certified copies being ordered will be mail,

and will not be issued online as a part of the transaction. Turnaround time is usually at least one month. The fee is the same as mentioned above PLUS \$1.50 for processing.

**Expedited service:** Expedited service is available for mail searches. Turnaround time- 5 to 7 days. You must enclose a return pre-paid, self-addressed envelope.

## Divorce Records

State Department of Health, Vital Records Section, PO Box 3378, Honolulu, HI 96801; 808-586-4533, Fax- 808-586-4535; 7:45AM-2:30PM (walk-in hours). <http://health.hawaii.gov/vitalrecords/>

Upon request, a letter of verification attesting to the existence of a requested record on file with the Department of Health may be issued.

**Indexing & Storage:** Records available from July 1951 to Dec 2002. All other divorce records are kept in the court where the divorce took place. New records available for inquiry in 10-20 days.

**Searching:** Access to vital records is restricted by statute (HRS §338-18). After 75 years, records are considered genealogy records, but processing requests is not a priority. Direct questions to [vr-info@doh.hawaii.gov](mailto:vr-info@doh.hawaii.gov). Include in request- names of husband and wife, date of divorce, place of divorce, relationship to person of record, reason for information request. An applicant/requestor must provide the information needed to 1) establish his/her direct and tangible interest in the record and 2) locate the desired record. Record request forms are available from the webpage.

**Access by:** mail, in person.

**Fee & Payment:** The fee is \$10.00 per record and \$4.00 each additional copy of same record. Fee payee: State Department of Health. Prepayment required. Cashier's check and money orders accepted. No credit cards accepted.

**Mail search:** Turnaround time: 6 weeks or more.

**In person search:** Unless proof of urgency established for same day service, results are mailed in 2 weeks or more. In person requests can be made 7:40AM to 2:30PM daily. Turnaround time is 10 days or more.

**Expedited service:** Expedited service is available for mail searches. Turnaround time- 5 to 7 days. You must enclose a return pre-paid, self-addressed envelope.

## Workers' Compensation Records

Labor & Industrial Relations, Disability Compensation Division, PO Box 3769, Honolulu, HI 96812 (Courier address- 830 Punchbowl St, Room 209, Honolulu, HI 96813); 808-586-9174, 808-586-9178 (WC Insurance), Fax- 808-586-9219; 7:45AM-4:30PM.

<http://labor.hawaii.gov/dcd/home/aboutwc/>

**Indexing & Storage:** Records available for the past 8 years. Prior records are in the State Archives but still must be requested through the Disability Compensation Division. New records available for inquiry in 2 to 7 days from receipt.

**Searching:** Must have a signed release from injured party or HI circuit court order signed by a judge. Include in request- signed released from claimant, Social Security Number.

**Access by:** mail, fax, in person.

**Fee & Payment:** There is no search fee unless extensive searching or time involved. The copy fee is \$.05 per page. Fee payee: Director of Finance.

Prepayment required. Personal checks accepted. No credit cards accepted.

**Mail search:** Turnaround time: 6 to 12 weeks. A SASE is requested.

**Fax search:** Same criteria as mail searches.

**In person search:** In person requests only saves mail time; results are mailed.

## Driver Records

Traffic Violations Bureau, Driving Records, 1111 Alakea St, 2nd Fl, Honolulu, HI 96813; 808-538-5500 (Honolulu Courts), 808-961-7470 (Hawaii Courts), 808-244-2800 (Maui Courts), 808-482-2355 (Kauai Courts), Fax- 808-538-5520; 7:45AM-4:30PM. [www.courts.state.hi.us/](http://www.courts.state.hi.us/)

There is TVB in each County, this address is the largest and gets most requests. The Traffic Abstract (sometimes called public or abbreviated) shows moving violation convictions. The Traffic Court Report shows all action, whether convicted or dismissed.

**Indexing & Storage:** New records available for inquiry immediately.

**Searching:** The Public Abstract is given to insurers and employers. Casual requesters can obtain records; however, personal information is not released. Copies of the citations are available from November 2005 forward. Older tickets must be obtained from the court. Include in request- full name, DOB and either license number or SSN. Note that records are maintained by the courts; the state DOT is not involved in record keeping (see <http://hidot.hawaii.gov/highways/mvso/>). This data not released: address and other personal information. Juvenile records are not released unless signed for.

**Access by:** mail, in person, online.

**Fee & Payment:** The fee is \$20.00 per Abstract, \$23.00 if online from HIC. A CDL Driver History Report is \$9.00. The fee for a Traffic Court Report is \$1.00 for first page, \$.50 each add'l. There is a full charge even if no record is found. Fee payee: District Court. Prepayment required. The state requires a money order or cashier's check for mail-in requests; in-person requesters may use cash, credit cards, or business checks. Personal checks not accepted. VISA and M/C are accepted for walk-in requesters.

**Mail search:** Turnaround time: 2 - 5 days. The TVB—located at the above address—processes the mail in requests for Traffic Abstracts only. Note that the Traffic Court Reports cannot be ordered by mail. SASE is required.

**In person search:** Walk-in requests can be processed in five to twenty minutes at any county district traffic court or at the Traffic Violations Bureau Office in Honolulu.

**Online search:** Online ordering by DPPA complaint requesters is available from the state-designated entity - Hawaii Information Consortium (HIC). The record fee is \$23.00 per record plus a \$75.00 annual subscription fee is required. Record requests are accepted via FTP. Results, if clear, are returned via FTP. Results with hits on convictions on the record are returned on paper. Visit their website at <https://portal.chawaii.gov/page/subscriber-services/> or call HIC at 808-695-4620 for more information. Name checks of traffic court records may be ordered from the court.

**Other access:** HIC offers a driver monitoring program. The fee is \$.15 per driver per month. Call 808-695-4620 or 4624 for further details.

## Vehicle Ownership & Registration

### Access to Records is Restricted.

Vehicle identification numbers (VIN) and registration and title history information are not available to the public per Section 286-172, HI revised statutes. With 2 exceptions, Hawaii does not offer access to vehicle registration or ownership records. Honolulu provides online inquiry at [www4.honolulu.gov/mvrttitleing](http://www4.honolulu.gov/mvrttitleing). For vehicle monitoring, see <https://portal.ehawaii.gov/page/subscriber-services>.

## Accident Reports

**Records not maintained by a state level agency.** There is no central state agency. Records are maintained at the county level at the police departments and are only available to those involved.

## Vessel Ownership & Registration

Land & Natural Resources, Division of Boating & Recreation, 333 Queen St Rm 300, Honolulu, HI 96813; 808-587-1970, 808-587-1967, Fax- 808-587-1977; 7:45AM-4:15PM.

<http://dlnr.hawaii.gov/dobor/>

All vessels must be registered except a manually propelled recreational vessel; a recreational vessel eight feet or less in length propelled solely by sail; or motorboats used exclusively for racing.

**Indexing & Storage:** Records available from 1950s is still active, computerized since 1994, and on microfiche from 1987 to 1994. New records available for inquiry in 30 days or less.

**Searching:** Requests must be made in writing and must include a statement revealing the purpose for which the information will be used. Note that all vessels include in request- reference number for vehicle. Name or hull ID number or registration number is required for search. Lien information is available here, name searches are permitted, but lien documents are filed at the Bureau of Conveyances (see UCC). This data not released: addresses or phone numbers.

**Access by:** mail, fax, in person, online.

**Fee & Payment:** There is no search fee, but there is a copy fee of \$.50 per page.

**Mail search:** Turnaround time: 1 to 2 days. SASE not required.

**Fax search:** Same criteria as mail searching.

**In person search:** Turnaround time is usually the same day.

**Online search:** Go to <http://hawaii.gov/dlnr/dbor/>, click on Online Services, then on Vessel Registration, then click on Public Search tab to view registration data. Search by vessel name, hull number or vessel number. A name search is not offered.

## Legislation Records

Hawaii Legislature, 415 S Beretania St, Honolulu, HI 96813; 808-587-0700 (Reference Library (LRB)), 808-587-0478, Fax- 808-586-3584; 9AM-5PM. <http://lrhawaii.org/>

Email questions to [par@Capitol.hawaii.gov](mailto:par@Capitol.hawaii.gov). Bill tracking is offered at [www.capitol.hawaii.gov/login/login.aspx](http://www.capitol.hawaii.gov/login/login.aspx).

**Indexing & Storage:** Records available from 2000 to present. New records available for inquiry in 1 week.

**Searching:** Records computerized since 2000 on current computer system. Hard copies of bills 1996 to present are available at LRB library. Include in request- bill number, year. Contact the State Archives at 808-586-0329 for paper records prior to 1996. Any bills that have become Acts can also be found at the library.

**Online search:** Access information through the Internet site including revised statutes, bill status, and documents. There is no fee, the system is up 24 hours.

## Campaign Finance

Campaign Spending Commission, 235 S. Beretania Street, Room 300,, Honolulu, HI 96813; 808-586-0285, Fax- 808-586-0288; 7:45AM-4:30PM. <http://ags.hawaii.gov/campaign/>

**Indexing & Storage:** Records available for 10 years.

**Searching:** Although this agency has a centralized database, it will not provide statewide lists and refers all requesters to the County Clerk in Honolulu.

**Access by:** mail, phone, fax, online.

**Mail search:** Data may be requested by mail, but the agency directs most requesters to the web page.

**Phone search:** Limited record information is available by phone.

**Fax search:** Limited records are available by fax.

**Online search:** Campaign spending reports for all candidate committees and PACS are viewable using links on the right edge at <http://ags.hawaii.gov/campaign/>. This includes enforcement reports and court rulings. Also see the State Ethics Commission page at <http://hawaii.gov/ethics> for financial disclosures for legislators, state officials, and candidates.

## Financial Disclosures, Lobbyists

State Ethics Commission, 1001 Bishop Street, Suite 970,, Honolulu, HI 96813; 808-587-0460, Fax- 808-587-0470; 8AM-4:30PM.

<http://ethics.hawaii.gov/>

**Indexing & Storage:** Records available for 10 years.

**Searching:** The Commission administers and enforces the following State of Hawaii governmental ethics and lobbying laws. The commission provides advisory opinions and investigates considering charges of alleged violations of the ethics and lobbying laws

**Access by:** mail, phone, fax, online.

**Mail search:** Data may be requested by mail, but the agency directs most requesters to the web page.

**Phone search:** Limited record information is available by phone.

**Fax search:** Limited records are available by fax.

**Online search:** A series of searches is available from the home page at <http://ethics.hawaii.gov>. Click on the Disclosures tab and the Lobbying tab.

## Voter Registration

### Access to Records is Restricted.

Office of Elections, Voter Registration, 802 Lehua Ave, Honolulu, HI 96782; 808-453-8683, Fax- 808-453-6006; 7:45AM-4:30PM.

<http://hawaii.gov/elections/>

Voter information is only available from the county clerks and only to candidates. Here are contact numbers. City and County of Honolulu 808-768-3800; County of Hawaii 808-961-8277; County of Maui 808-270-7749; County of Kauai 808-241-4800. Although this agency has a centralized database, it will not provide statewide lists and refers all requesters to the County Clerk in Honolulu.

## GED Certificates (Diplomas)

Community Education, HI State Dept of Education, 475 22nd Ave, Bldg 302, Rm 202, Honolulu, HI 96816; 808-835-9779, Fax- 808-733-9154; 8AM-4PM.

[www.hawaiipublicschools.org/TeachingAndLearning/AdultEducation/Pages/Home.aspx](http://www.hawaiipublicschools.org/TeachingAndLearning/AdultEducation/Pages/Home.aspx)

Third party requesters must use a designated vendor for GED verifications. See [www.gedtestingservice.com/testers/gedrequest-a-transcript](http://www.gedtestingservice.com/testers/gedrequest-a-transcript) or Online Access below.

**Indexing & Storage:** New records available for inquiry in 1 week.

**Searching:** If this agency does not have the record, they will assist the requester in locating the school that issued the GED. Include in request- Authorization to Release Personal Information, which calls for DOB, SSN, date and location of test, and signature of the student. The form is at [www.hawaiipublicschools.org/DOE%20Forms/Adult%20Education/personalinforelease.pdf](http://www.hawaiipublicschools.org/DOE%20Forms/Adult%20Education/personalinforelease.pdf).

**Access by:** mail, fax, in person, online.

**Fee & Payment:** There is no fee for a verification from this agency. The local testing agencies charge \$2.50 plus a handling fee for copies of diplomas or transcripts.

**Mail search:** Turnaround time: 1 to 2 weeks. A SASE is helpful.

**Fax search:** Same criteria as mail search.

**In person search:** Same criteria as mail search.

**Online search:** Third parties must set up an account at: <http://exchange.parchment.com/ged-receiver-registration-page>. Parchment verifies that they are who they say they are so that they can place orders on behalf of students. Parchment contacts the third party and provides training on the site for ordering. During this training any orders they have are placed. After this the third party can order on behalf of students. They still must upload a consent form for each student during the process.

# Hawaii State Licensing Agencies

For details about the agency responsible for licensing/certifying/registering an item below or in the Agency Quick Finder section, match an item's number with the number of the agency in the *Licensing Agency Information* section.

## Hawaii Licenses Searchable Online

The following licenses are searchable at <https://pvl.hawaii.gov/pvlsearch>

Accountant-CPA/PA #21	Engineer #19	Pest Control Field Rep/Operator #32
Acupuncturist #04	Guard/Agency #18	Pharmacist/Pharmacy #16
Architect/Landscape Architect #19	Hearing Aid Dealer/Fitter #30	Physical Therapist #17
Auction #42	Investment Advisor/Representative #25	Physician/Assistant #13
Barber/Barber Apprentice/Shop #05	Marriage & Family Therapist #42	Pilot, Port #42
Boxer #24	Massage Therapist/Establishment #42	Plumber #29
Cemetery/Funeral Authority #42	Mechanic #42	Podiatrist #13
Chiropractor #06	Mortgage Broker/Solicitor #42	Private Investigator/Agency #18
Collection Agency #42	Motor Vehicle Dealer/Broker/Repair #42	Psychologist #20
Contractor #27	Naturopathic Physician #10	Real Estate Appraiser #09
Cosmetologist/Shop/Instructr #05	Nurse/RN/LPN/Aide #14	Securities Salesperson #25
Dentist/Hygienist #07	Nursing Home Administrator #12	Social Worker #42
Electrician #29	Occupational Therapist #17	Speech Pathologist/Audiologist #22
Electrologist #42	Optician, Dispensing #08	Timeshare #42
Emergency Medical Personnel, B & P #13	Optometrist #11	Travel Agency #42
Employment Agency #42	Osteopathic Physician #13	Veterinarian #23

### The Rest

Attorney #38	<a href="http://hsba.org/">http://hsba.org/</a>
Bank/Bank Agency/Office #28	<a href="http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters">http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters</a>
Condominium Hotel Operator #34	<a href="https://insurance.ehawaii.gov/hils/">https://insurance.ehawaii.gov/hils/</a>
Condominium Managing Agent #34	<a href="http://insurance.ehawaii.gov/ils/app">http://insurance.ehawaii.gov/ils/app</a>
Credit Union #28	<a href="http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters">http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters</a>
Elected Officials Fin'l Disclosure #41	<a href="http://ethics.hawaii.gov/2014-legislator-financial/">http://ethics.hawaii.gov/2014-legislator-financial/</a>
Escrow Company #28	<a href="http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters">http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters</a>
Financial Services Loan Company #28	<a href="http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters">http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters</a>
Insurance Adjuster/Agent/Producer #31	<a href="https://insurance.ehawaii.gov/hils/">https://insurance.ehawaii.gov/hils/</a>
Notary Public #03	<a href="https://notary.ehawaii.gov/notary/public/publicsearch.html">https://notary.ehawaii.gov/notary/public/publicsearch.html</a>
Pesticide Dealer/Product #02	<a href="http://hdoa.hawaii.gov/pi/pest/restricted-use-pesticide-dealers/">http://hdoa.hawaii.gov/pi/pest/restricted-use-pesticide-dealers/</a>
Real Estate Agent/Broker/Sales #34	<a href="https://insurance.ehawaii.gov/hils/">https://insurance.ehawaii.gov/hils/</a>
Savings & Loan Association #28	<a href="http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters">http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters</a>
Savings Bank #28	<a href="http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters">http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters</a>
Tattoo Artist/Tattoo Shop #15	<a href="http://health.hawaii.gov/san/tattoo-lists/">http://health.hawaii.gov/san/tattoo-lists/</a>
Trust Company #28	<a href="http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters">http://cca.hawaii.gov/dfi/list-of-companies/#money_transmitters</a>

## Hawaii Licensing Quick Finder

Accountant-CPA/PA #21	808-586-2696	Contractor #27	808-586-2700	Mechanic #42	808-587-2692
Acupuncturist #04	808-586-3000	Cosmetologist/Shop/Instructr #05	808-586-2696	Mortgage Broker/Solicitor #42	808-587-3000
Airport Vendor #37	808-838-8607	Credit Union #28	808-586-2820	MV Dealer/Broker/Seller/Repair #42	808-587-2698
Architect/Landscape Architect #19	808-586-2702	Dentist/Hygienist #07	808-586-2702	Naturopathic Physician #10	808-695-4620
Attorney #38	808-537-1868	Drug (Prescription) Dist./Whse #16	808-586-2695	Notary Public #03	808-586-1216/1218
Auction #42	808-587-3000	Educational Administrator #35	808-586-3334	Nuclear Medicine Technologist #33	808-586-4700
Bank/Bank Agency/Office #28	808-586-2820	Elected Officials Fin'l Disclosure #41	808-587-0460	Nurse/RN/LPN/Aide #14	808-586-2695
Barber/Barber Apprentice/Shop #05	808-586-2696	Electrician #29	808-586-2705	Nursing Home Administrator #12	808-586-2695
Boxer #24	808-586-2701	Electrologist #42	808-587-2696	Occupational Therapist #17	808-586-2694
Boxing Manager/Matchmaker/Phy #24	808-586-2701	Embalmer #15	808-586-8000	Optician, Dispensing #08	808-586-2704
Boxing Professional/Promoter #24	808-586-2701	Emergency Med Personnel, B & P #13	808-586-2708	Optometrist #11	808-586-2693
Boxing Second #24	808-586-2701	Employment Agency #42	808-587-2696	Osteopathic Physician #13	808-586-2708
Boxing Timekeep'r/Judge/Referee #24	808-586-2701	Engineer #19	808-586-2702	Pest Control Field Rep/Operator #32	808-586-2704
Cable Franchise #26	808-586-2620	Escrow Company #28	808-586-2820	Pesticide Applicator #02	808-973-9560
Cemetery/Funeral Authority #42	808-587-2698	Financial Services Loan Company #28	808-586-2820	Pesticide Applicator, Private #02	808-973-9560
Certified Shorthand Reportr (CSR) #01	808-539-4226	Guard/Agency #18	808-587-3295/3222	Pesticide Dealer/Product #02	808-973-9560
Chiropractor #06	808-587-3295/4272	Hearing Aid Dealer/Fitter #30	808-586-2698	Pharmacist/Pharmacy #16	808-586-2695
Clinical Lab Cytotechnologist #40	808-453-6652	Ins. Adj/Agent/Productr/Solicitr#31	808-586-2790	Physical Therapist #17	808-586-2694
Clinical Lab Director/Technician #40	808-453-6652	Investment Advisor/Representative #25	808-586-2744	Physician/Assistant #13	808-586-2708
Clinical Lab Technologists/Specialist #40	808-587-2692	Lobbyist #41	808-587-0460	Pilot, Port #42	808-587-2701
Collection Agency #42	808-587-2693	Marine License, Commercial #36	808-587-0100	Plumber #29	808-586-2705
Condominium Hotel Operator #34	808-586-2643	Marriage & Family Therapist #42	808-587-2697	Podiatrist #13	808-586-2708
Condominium Managing Agent #34	808-586-2643	Massage Therapist/Establishment #42	808-587-2694	Private Investigator/Agency #18	808-587-3295/3222

Psychologist #20..... 808-586-2704  
 Radiation Therapist #33 ..... 808-586-4700  
 Radiographer #33 ..... 808-586-4700  
 Real Estate Agent/Broker/Sales #34..... 808-586-2643  
 Real Estate Appraiser #09..... 808-586-2701  
 Sanitarian #15..... 808-586-8000  
 Savings & Loan Association #28..... 808-586-2820

Savings Bank #28..... 808-586-2820  
 Securities Salesperson #25..... 808-586-2744  
 Social Worker #42 ..... 808-587-2704  
 Speech Pathologist/Audiologist #22..... 808-586-2693  
 Surveyor, Land #19 ..... 808-586-2702  
 Tattoo Artist/Tattoo Shop #15 ..... 808-586-8000  
 Taxi Certifications #39..... 808-768-9311

Teacher #35 ..... 808-586-3334  
 Timeshare #42 ..... 808-587-2709  
 Travel Agency #42 ..... 808-587-2692  
 Trust Company #28..... 808-586-2820  
 Veterinarian #23 ..... 808-586-2697

## Hawaii Licensing Agency Information

**#01** Board of Certified Shorthand Reporters,  
 777 Punchbowl St, Honolulu, HI 96813-; 808-539-4226, Fax- 808-539-4149. Hours- 7:45AM-4:30PM. [www.courtreporteredu.org/hawaii/](http://www.courtreporteredu.org/hawaii/)

**#02** Department of Agriculture/Plant Industry Division, Pesticides Branch, 1428 S King St, Honolulu, HI 96814-; 808-973-9560, Fax- 808-973-9418. <http://hdoa.hawaii.gov/pi/pest/>

**#03** Department of the Attorney General, Notary Public Office, 425 Queen St, Honolulu, HI 96813-; 808-586-1216/1218, Fax- 808-586-1205. Hours- 7:45AM-N M-F. <http://ag.hawaii.gov/notaries-public/>

**#04** Department of Commerce & Consumer Affairs, Board of Acupuncture, PO Box 3469 (335 Merchant St), Honolulu, HI 96801-; 808-586-2698. <http://cca.hawaii.gov/pvl/boards/acupuncture/>

**#05** Department of Commerce & Consumer Affairs, Board of Barbering & Cosmetology, PO Box 3469, Attn BAR/COS (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2696. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/boards/barber/> Rosters are available for sale but do not include personal info or addresses.

**#06** Department of Commerce & Consumer Affairs, Board of Chiropractic Examiners, PO Box 3469, CHIRO (335 Merchant St, Rm 301), Honolulu, HI 96801-; 808-586-2697. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/boards/chiropractor/>

**#07** Department of Commerce & Consumer Affairs, Board of Dental Examiners, PO Box 3469, DENTAL (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2702. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/boards/dentist/>

**#08** Department of Commerce & Consumer Affairs, Dispensing Optician Program, PO Box 3469, DPT (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2704, Fax- 808-586-3031. <http://cca.hawaii.gov/pvl/boards/optometry/>

**#09** Department of Commerce & Consumer Affairs, Professional & Vocational Licensing, Attn:REA, PO Box 3469, ATTN: REA (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2701. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/programs/realstateappraiser/>

**#10** Department of Commerce & Consumer Affairs, Board of Examiners in Naturopathic Medicine, PO Box 3469, NAT (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2708, Fax- 808-586-3031. Hours- 7:45AM-

4:30PM. <http://cca.hawaii.gov/pvl/boards/naturopathy/>

**#11** Department of Commerce & Consumer Affairs, Board of Examiners in Optometry, PO Box 3469, OPT (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2693. <http://cca.hawaii.gov/pvl/boards/optometry/>

**#12** Department of Commerce & Consumer Affairs, Nursing Home Administrator Program, PO Box 3469, NHA (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2695, Fax- 808-586-3031. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/programs/nursinghome/>

**#13** Department of Commerce & Consumer Affairs, Board of Medical and Osteopathy, PO Box 3469, BME (335 Merchant, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2699, Fax- 808-586-3031. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/boards/medical/>

**#14** Department of Commerce & Consumer Affairs, Board of Nursing, PO Box 3469, BON (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2695, Fax- 808-586-3031. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/boards/nursing/>

**#15** Department of Health, Sanitation Branch, 591 Ala Moana Blvd, Honolulu, HI 96813-; 808-586-8000, Fax- 808-586-8040. <http://health.hawaii.gov/san/>

**#16** Department of Commerce & Consumer Affairs, Board of Pharmacy and Pharmacist, PO Box 3469, PHAR (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2695. <http://cca.hawaii.gov/pvl/boards/pharmacy/>

**#17** Department of Commerce & Consumer Affairs, Board of Physical Therapy, PO Box 3469, PT (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2701. <http://cca.hawaii.gov/pvl/boards/physicaltherapy/>

**#18** Department of Commerce & Consumer Affairs, Board of Private Detective & Guard, PO Box 3469, PDG (335 Merchant St), Honolulu, HI 96801-; 808-586-2705. <http://cca.hawaii.gov/pvl/boards/private/>

**#19** Department of Commerce & Consumer Affairs, Engineer, Architect, Surveyors & Landscape Architect, PO Box 3469, EASLA (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2702. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/boards/engineer/>

**#20** Department of Commerce & Consumer Affairs, Board of Psychology, PO Box 3469, PSY (335 Merchant St, Rm 301), Honolulu, HI

96801-; 808-586-2704. Hours- 7:45AM-4:30PM.

<http://cca.hawaii.gov/pvl/boards/psychology/>

**#21** Department of Commerce & Consumer Affairs, Board of Accountancy, PO Box 3469, Acct (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2696, Fax- 808-586-2874. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/pvl/boards/accountancy/>

**#22** Department of Commerce & Consumer Affairs, Board of Speech Pathology & Audiology, PO Box 3469, SPAU (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2693. <http://cca.hawaii.gov/pvl/boards/speech/>

**#23** Department of Commerce & Consumer Affairs, Board of Veterinary Examiners, PO Box 3469, VET (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2697, Fax- 808-586-2874. Hours- 7:45AM-4:30PM.

**#24** Department of Commerce & Consumer Affairs, Boxing Commission, PO Box 3469, ATTN: Boxing (1010 Richards St), Honolulu, HI 96801-; 808-586-2701. <http://cca.hawaii.gov/pvl/boards/boxing/>

**#25** Department of Commerce & Consumer Affairs, Business Registration Division, Securities Compliance Branch, PO Box 40 (335 Merchant St, Rm 203), Honolulu, HI 96810-; 808-586-2744, Fax- 808-586-3977. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/sec/>

**#26** Department of Commerce & Consumer Affairs, Cable TV Division, PO Box 541 (335 Merchant St, Rm 101), Honolulu, HI 96809-; 808-586-2620, Fax- 808-586-2625. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/catv/>

**#27** Department of Commerce & Consumer Affairs, Contractors License Board, PO Box 3469, CLB (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2700, Fax- 808-586-3031. <http://cca.hawaii.gov/pvl/boards/contractor/>

**#28** Department of Commerce & Consumer Affairs, Division of Financial Institutions, PO Box 2054 (335 Merchant St, Rm 221, King Kalakaua Bldg), Honolulu, HI 96805-; 808-586-2820, Fax- 808-586-2818. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/dfi/>

**#29** Department of Commerce & Consumer Affairs, Board of Electricians and Plumbers, PO Box 3469, EP (335 Merchant St, 3rd Fl, Rm 301), Honolulu, HI 96801-; 808-586-2698. <http://cca.hawaii.gov/pvl/boards/electrician/>

**#30** Department of Commerce & Consumer Affairs, Hearing Aid Dealer & Fitter Program, PO Box 3469, HADF (335 Merchant St),

Honolulu, HI 96801-; 808-586-2698.  
<http://cca.hawaii.gov/pvl/programs/hearing/>

#31 Department of Commerce & Consumer Affairs, Insurance Division, Licensing Branch, PO Box 3614 (335 Merchant St, #213), Honolulu, HI 96811-; 808-586-2790, Fax- 808-587-2806. Hours- 7:45AM-4:30PM.  
<http://cca.hawaii.gov/ins/>

#32 Department of Commerce & Consumer Affairs, Pest Control Board, PO Box 3469, PC (335 Merchant St), Honolulu, HI 96801-; 808-586-2704.  
<http://cca.hawaii.gov/pvl/boards/pestcontrol/>

#33 Department of Health-NRIAQ Br., Indoor and Radiological Health Branch/Radiation Section, 591 Ala Moana Blvd, Rm 133, Honolulu, HI 96813-4921; 808-586-4700, Fax- 808-586-5838. Hours- 7:45AM-4:30PM.  
<http://health.hawaii.gov/irhb/radiation/>

#34 Department of Commerce & Consumer Affairs, Real Estate Commission, 335 Merchant St, Rm 333, King Kalakaua Bldg, Honolulu, HI 96813-; 808-586-2643. Hours- 7:45AM-4:30PM. <http://cca.hawaii.gov/reb/>

#35 Department of Education, Board of Education, PO Box 2360 (1390 Miller St),

Honolulu, HI 96804-; 808-586-3334, Fax- 808-586-3433.  
[www.hawaiiioe.net/ABOUT/Pages/AboutUs.aspx](http://www.hawaiiioe.net/ABOUT/Pages/AboutUs.aspx)

#36 Department of Land & Natural Resources, Division of Aquatic Resources, 1151 Punchbowl St, Rm 330, Honolulu, HI 96813-; 808-587-0100, Fax- 808-587-0115.  
<http://dlnr.hawaii.gov/dar/>

#37 Department of Transportation, Airports Division, Airports Operations Office, 400 Rodgers Blvd, 7th Fl, Honolulu, HI 96819-1897; 808-838-8607, Fax- 808-838-8760.  
<http://hidot.hawaii.gov/airports/>

#38 Hawaii State Bar Association, 1100 Alakea St, #1000, Alakea Corporate Twr, Honolulu, HI 96813-2814; 808-537-1868 x214, Fax- 808-521-7936. Hours- 8AM-5PM. <http://hsba.org/>

#39 Motor Vehicle Licensing Division, City Square Driver License, 550 South King Street, Honolulu, HI 96813-; 808-768-9311, Fax- 808-768-3750. Hours- 7:45AM-4PM.  
[www1.honolulu.gov/csd/vehicle/mvehicle.htm](http://www1.honolulu.gov/csd/vehicle/mvehicle.htm)  
School Bus and Regular Bus Drivers are now part of the general "commercial drivers' license."

#40 Department of Health, Laboratory Licensing, 2725 Waimano Home Rd, Pearl City, HI 96782-; 808-453-6652, Fax- 808-453-6662.  
<http://health.hawaii.gov/statelab/licensing/>

#41 State Ethics Commission, 1001 Bishop St, #970 (PO Box 616 - 96809), Honolulu, HI 96813-; 808-587-0460, Fax- 808-587-0470.  
<http://ethics.hawaii.gov/>

#42 Department of Commerce & Consumer Affairs, Professional & Vocational Licensing Div-Programs, PO Box 3469 (335 Merchant St, Rm 301), Honolulu, HI 96813-; 808-587-3295 or 4272. Hours- 7:45AM-4:30PM.  
<http://cca.hawaii.gov/pvl/>

Purchase a customized licensee list at  
<https://pvl.ehawaii.gov/pvllistbuilder/>

# Hawaii Federal Courts

## Searching Standards for Federal Courts:

District Courts index by defendant, plaintiff, and by case number. Bankruptcy Courts usually index by debtor and case number. Most case files created prior to 1999 were maintained in paper format only. Since 2006, all cases are filed electronically. Paper case files may be stored at the courthouse or forwarded to a designated Federal Records Center (see <http://archives.gov/frc>), the timeframe determined by the Court. These case files may be obtained via the Court or directly from the FRC.

Case data may be viewed PACER, the online public access program. An account is required, the fee is \$.10 per page; there is no fee if a usage does not exceed \$15.00 in a quarter. For details about PACER see the Appendix or go to <https://www.pacer.gov> or call 800-676-6856. The copy fee is \$.50; \$.10 if electronic document is printed from terminal. Certification fee is \$11.00 per document and \$21.00 for exemplification, if available. If a case is still available from the individual federal court, the search fee is \$30.00. If the case is at the Archives, the case can be ordered from the court. The fee to retrieve a paper file is \$64.00 for the first box and \$39.00 ea add'l box. Also, the public can order copies direct online from the National Archives. Copies can be delivered by mail, fax, or email. See more information, including fees, at [www.archives.gov/research/court-records/.55](http://www.archives.gov/research/court-records/.55).

## US District Court District of Hawaii

**Hawaii Division** Court Clerk, 300 Ala Moana Blvd, Rm C-338, Honolulu, HI 96850 808-541-1300 x8; records- 808-541-1890; Fax- 808-541-1303. Hours- 8:30AM-4PM. [www.hid.uscourts.gov](http://www.hid.uscourts.gov)

**Counties/Note:** All counties.

**Searches/Indexing:** Include full name in search request. Results do not include SSN or DOB. **In person:** 3 public terminals available. No self-serve copier.

**E-Services:** PACER now on ECF. ECF at <https://ecf.hid.uscourts.gov>. Opinions available on the ECF/PACER site. **Online Note:** Daily calendar at [www.hid.uscourts.gov/](http://www.hid.uscourts.gov/).

## US Bankruptcy Court District of Hawaii

**Hawaii Division** United States Bankruptcy Court, 1132 Bishop St, Suite 250-L, Honolulu, HI 96813 808-522-8100; Fax- 808-522-8120. Hours- 8:30AM-4PM. [www.hib.uscourts.gov](http://www.hib.uscourts.gov)

**Counties/Note:** All counties.

**Searches/Indexing:** Include full name and SSN in search request. Results include last 4 SSN digits. Electronic images of documents in cases filed on and after January 1, 1998, are available for viewing without a fee at the Clerk's Office. Only docket info is available by phone. McVCIS available: 866-222-8029. **In person:** 3 public terminals available. Computer generated copies- \$.10 each.

**E-Services:** PACER records go back to 1987. ECF at <https://ecf.hib.uscourts.gov>. **Opinions** **Online:** <http://courtweb.pamd.uscourts.gov/courtweb/quickfind.aspx?cid=17>. **Online Note:** [www.hib.uscourts.gov/calendars/index\\_calendars\\_menu.htm](http://www.hib.uscourts.gov/calendars/index_calendars_menu.htm)

# Hawaii Courts

## Administration

Administrative Director of Courts, Judicial Branch, 417 S King St, Honolulu, HI, 96813; 808-539-4900, Fax: 808-539-4855. [www.courts.state.hi.us](http://www.courts.state.hi.us)

## The Supreme and Appellate Courts

The Supreme Court of Hawaii is the state's court of last resort. The Supreme Court hears appeals from the Intermediate Court of Appeals and reserved questions of law from the Circuit Courts, the Land Court, and the Tax Appeal court. The Intermediate Court of Appeals (ICA) is the court that hears nearly all appeals from trial courts and some state agencies in the State of Hawaii. There is also a Tax Appeal Court that hears appeals regarding real estate taxation and this is a court of record.

Opinions and decisions from the Supreme and Appeals courts are on the home page above.

## Courts and Jurisdictions

Court	Type	How Organized	Jurisdiction Highpoints
Circuit*	General	4 courts in 4 circuits	Felony, Civil over \$5,000, Juvenile, probate, Guardianship, Estate
District*	Limited	4 courts in 4 circuits	Misdemeanor, Civil Actions Under \$40,000, Small Claims, Eviction, DWI/DUI
Family	Special	4 courts in 4 circuits	Juvenile, Guardianship, Divorce, Domestic Relations, Domestic Violence
Land	Special	1 court	Land matters

\* Profiled in this Sourcebook.

## Details on the Court Structure

Hawaii's trial level is comprised of Circuit Courts (includes Family Courts) and District Courts. These trial courts function in four judicial circuits: First (Oahu), Second (Maui-Molokai-Lanai), Third (Hawaii County), and Fifth (Kauai-Niihau). The Fourth Circuit was merged with the Third in 1943.

**Circuit Courts** are general jurisdiction and handle all jury trials, felony cases, and civil cases over \$40,000, also probate and guardianship. However, there is **concurrent jurisdiction** with District Courts in **civil** non-jury cases of specific performance that specify amounts between **\$5,000-\$20,000**. Other cases heard by the Circuit Courts include mechanics' liens and misdemeanor violations transferred from the District Courts for jury trials

The **District Court** handles criminal cases punishable by a fine and/or less than one year imprisonment, landlord/tenant, traffic, DUI cases, civil cases of specific performance up to \$4,000, and small claims (\$5,000 limit).

The **Family Court** rules in all legal matters involving children, such as delinquency, waiver, status offenses, abuse and neglect, termination of parental rights, adoption, guardianships and detention. Also hears traditional domestic-relations cases, including divorce, nonsupport, paternity, uniform child custody jurisdiction cases, miscellaneous custody matters, as well as guardianships of adults, and adult abuse cases.

The **Land Court** has exclusive original jurisdiction over all applications and questions for the registration of title to land easements or rights in land held and possessed in fee simple.

## Record Searching Facts You Need to Know

### Fees and Record Searching Tips

Most Hawaii courts offer a public access terminal to search records at the courthouse. Most courts charge \$5.00 per name for a name search and \$1.00 for the first copy and \$.50 each add'l.

### Online Access is Statewide on As-Is Basis

There are two free online access systems available from the home page.

1) The page at [www.courts.state.hi.us/legal\\_references/records/hoochiki\\_disclaimer.html](http://www.courts.state.hi.us/legal_references/records/hoochiki_disclaimer.html) offers civil and criminal case information from the Circuit and Family Courts and certain civil information in the District Courts. Search by name or case number. Most courts offer access back to mid 1980s. A thru-put date list by Circuit and type of record is found at [www.state.hi.us/jud/pdf/hoochiki\\_data\\_content.pdf](http://www.state.hi.us/jud/pdf/hoochiki_data_content.pdf). Case information provided by the Judiciary through this website is made available "as is," as a public service with no warranties, express or implied, including any implied warranties of merchantability, accuracy, non-infringement or fitness for a particular purpose.

2) Traffic records are available online, click on *eCourt Koku* at the home page. This system also provides access to case information from the Hawaii Intermediate Court of Appeals, and the Hawaii Supreme Court. Note that juvenile traffic records are not available online.

**Hawaii County**

**3rd Circuit Court Legal Document Section** 777 Kilauea Ave, Hilo, HI 96720; 808-961-7404; fax: 808-961-7493; 8AM-4PM (HT). *Felony, Misdemeanor, Civil Actions over \$10,000, Probate.*

[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** Records are indexed for this county as 3 = Big Island. No adoption, juvenile, dependencies, confidential records released without court's approval. Will fax documents to HI numbers for \$2.00 1st page, \$1.00 ea add'l; to the rest of U.S. for \$5.00 1st page and \$2.00 ea add'l. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00; \$4.00 for exemplification and certification together. Payee: Clerk, 3rd Circuit Court. Personal checks accepted for in-state residents only. If outside of HI then cashier's check or money order or company check accepted. No credit cards accepted for copies. Prepayment required. Mail requests: SASE required.

**Civil Search:** Access: Mail, fax, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records on computer from 1988, index card system prior to 1988. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround 2 days depending on staff coverage. Civil PAT goes back to 1987. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search back to 1983 by name, case number, or circuit.

**Criminal Search:** Access: Mail, fax, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search. Criminal records computerized from 1988, index card system prior to 1988. Mail turnaround 2 days depending upon staff coverage. Criminal PAT goes back to 1987. Results may sometimes include other identifiers. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search back to 1983 by name, case number, or circuit.

**District Court** 777 Kilauea Ave, Hilo, HI 96720-4212; 808-961-7470; criminal phone: 808-961-7470; civil phone: 808-961-7515; fax: 808-961-7447; 7:45AM-4:30PM (HT). *Misdemeanor, Civil Actions under \$40,000, Eviction, Small Claims.*

[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** No family court records released. Will fax documents to HI numbers for \$2.00 1st page, \$1.00 ea add'l; to the rest of U.S. for \$5.00 1st page and \$2.00 ea add'l. Court makes copy: \$1.00 first page, \$.50 each add'l. Off-site storage- usual copy fees plus \$5.00. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00 plus copy fee. Payee: Clerk of the District Court. Personal checks accepted. Credit cards accepted. Prepayment required. Mail requests: SASE requested.

**Civil Search:** Access: Phone, fax, mail, in person, online. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search, case number, also helpful: address. Civil cases indexed by defendant. Civil records on ledgers from statehood. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$40,000. Mail turnaround 1

week. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search by name or case number.

**Criminal Search:** Access: Phone, fax, mail. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per name, but can depend on how far back the search is made. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search, case number; also helpful: address, DOB, SSN. Criminal records on computer since 3/1996. Mail turnaround 1 week.

**Honolulu County**

**1st Circuit Court** Legal Documents Branch, 777 Punchbowl St, 1st Fl, Honolulu, HI 96813; 808-539-4300; fax: 808-539-4314; 7:45AM-4:30PM (9AM-4PM files) (HT). *Felony, Civil Actions over \$10,000, Probate, Family.*

[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** Records are indexed for this county as 1 = Honolulu. No adoption, paternity or sealed records released. Will fax documents to HI numbers for \$2.00 1st page, \$1.00 ea add'l; to the rest of U.S. for \$5.00 1st page and \$2.00 ea add'l. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm service fee \$5.00; cost of copies \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00 per cert. Payee: 1st Circuit Court. No personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE required.

**Civil Search:** Access: Mail, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records on computer back to 1984, on microfiche and archived from 1900. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround same day. Civil PAT available. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search back to 1983 by name, case number, or circuit.

**Criminal Search:** Access: Mail, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search, DOB; also helpful: SSN. Criminal records computerized from 1984, on microfiche and archived from 1900. Mail turnaround same day. Criminal PAT available. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search back to 1983 by name, case number, or circuit.

**District Court - Civil Division** 1111 Alakea St, 3rd Fl, Attn: Certification Clerk, Honolulu, HI 96813; 808-538-5151; 7:45AM-4PM (HT). *Civil Actions under \$40,000, Eviction, Small Claims.*

[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** No sealed records released. Will not fax documents. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00 per doc. Payee: District Court of the 1st Circuit. No personal checks accepted. Visa/MC accepted. Prepayment required. Mail requests: SASE requested.

**Civil Search:** Access: Mail, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search. Civil cases indexed by defendant. Civil records on computer from 1990;

plaintiff index only on computer records. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround 1 week. Public use terminal has civil records back to 1990. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search by name or case number.

**District Court - Criminal Division** 1111 Alakea St, 3rd Fl, Files/Services, Attn: Certification Clerk, Honolulu, HI 96813; 808-538-5100; 808-538-5767- info; criminal phone: 808-538-5149; fax: 808-538-5111; 8AM-4:15PM (HT). *Misdemeanor, Traffic.*

[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** No sealed records released. Will not fax documents. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00 per cert. Payee: District Court of the 1st Judicial Circuit. No out-of-state checks accepted. Visa/MC accepted for traffic only. Prepayment required. Mail requests: SASE required.

**Criminal Search:** Access: Mail, in person. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Will expedite for additional \$10.00. Required to search: name, years to search, SSN, signed release, aliases; also helpful: address, DOB. Criminal records on computer go back to 1999. Note: Misdemeanor records not online, but free searches of traffic records at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Click on "Search Court Records." Choose JIMS CourtConnect. Mail turnaround 1 week.

**Kauai County**

**5th Circuit Court** 3970 Kaana St #207, Lihue, HI 96766; 808-482-2300- info; Docs- 808-482-2330; fax: 808-482-2553; 7:45AM-4:30PM (HT). *Felony, Misdemeanor, Civil Actions over \$10,000, Probate.*

[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** Customer service window open 8AM-4PM. No juvenile, dependencies records released. Will fax out documents, \$2.00 1st page, \$1.00 add'l within Hawaii; \$5.00 1st page, \$2.00 add'l in U.S.; \$10.00 1st page, \$5.00 add'l outside the U.S. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00. Payee: 5th Circuit Court. Only cashier's checks, money orders or cash accepted. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE required.

**Civil Search:** Access: Mail, in person, online. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search. Civil cases indexed by plaintiff & defendant. Civil records on computer from 1987, microfiche from 1960. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround approx. 1 week. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/p](http://www.courts.state.hi.us/p). Search back to 1983 by name, case number, or circuit.

**Criminal Search:** Access: Mail, in person, online. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search, DOB. Criminal records computerized from 1987, microfiche

from 1960. Mail turnaround approx. 1 week. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/p](http://www.courts.state.hi.us/p). Search back to 1983 by name, case number, or circuit.

**District Court of the 5th Circuit - Civil**  
3970 Ka'ana St #207, Lihue, HI 96766; 808-482-2303; fax: 808-482-2553; 7:45AM-4:30PM (HT). *Civil Actions under \$40,000, Eviction, Small Claims.*  
[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** Customer service window open 8AM-4PM. No juvenile records released. Will fax out documents, \$2.00 1st page, \$1.00 add'l within Hawaii; \$5.00 1st page, \$2.00 add'l in U.S.; \$10.00 1st page, \$5.00 add'l outside the U.S. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: \$.15 per page. Self serve microfilm is \$1.00 per page. Certification fee: \$2.00. Payee: District Court of the Fifth Judicial Circuit. Personal in-state checks accepted; no third party checks. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE required for civil.

**Civil Search:** Access: Phone, fax, mail, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per case. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil index on cards. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround 1-7 days. Public use terminal has civil records back to 2003. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search back to 1983 by name, case number, or circuit.

### Maui County

**2nd Circuit Court** 2145 Main St, #106, Wailuku, HI 96793; 808-244-2969; fax: 808-244-2849; 8AM-4PM (HT). *Felony, Misdemeanor, Civil Actions over \$10,000, Probate.*  
[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** This court also covers Lanai and Molokai. Records are indexed for this county as 2 = Maui. Provide your toll-free number and they'll give you court costs. No juvenile or paternity records released. Fee to fax out file \$5.00 1st page, \$2.00 each add'l in USA; \$2.00 for first and \$1.00 each add'l in Hawaii. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00 per doc plus copy fee. Payee: Clerk, 2nd Circuit Court. Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE required.

**Civil Search:** Access: Mail, fax, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records on computer from 10/85, some prior on microfiche; claims and small claims on computer back to 10/23/2003. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround 1 week. Civil PAT goes back to 1985. Terminal results may include address. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at

[www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search back to 1983 by name, case number, or circuit.

**Criminal Search:** Access: Mail, fax, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search; also helpful: DOB, SSN. Criminal records computerized from 10/85, some prior on microfiche. Mail turnaround 1 week. Criminal PAT goes back to 1985. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search back to 1983 by name, case number, or circuit.

**Lanai District Court** PO Box 631376, Lanai City, HI 96763; 808-565-6447; fax: 808-565-7543; 7:45AM-4:30PM; counter- 8AM-4PM (HT). *Misdemeanor, Civil Actions under \$40,000, Eviction, Small Claims.*  
[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** Search all Maui District Courts by one request to the Wailuku address and fax. Will fax documents \$5.00 1st page, \$2.00 each add'l. Within HI; \$2.00 1st page, \$1.00 each add'l. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00 per doc plus copy fee. Payee: Lanai District Court. Personal checks accepted, address and phone proof required. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE required.

**Civil Search:** Access: Mail, in person, online. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per search. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil index and docket books back to statehood. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround 2-3 weeks. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search by name or case number. Records go back to 12/03.

**Criminal Search:** Access: Mail, in person. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per search. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search; also helpful: DOB, SSN. Criminal records on computer since 1997. Mail turnaround 2-3 weeks.

**Molokai District Court** PO Box 284, Kaunakakai, HI 96748; 808-553-1100; fax: 808-553-3374; 8AM-4PM (HT). *Misdemeanor, Civil Actions under \$40,000, Eviction, Small Claims.*  
[www.courts.state.hi.us/](http://www.courts.state.hi.us/)

**General Information:** Search all Maui District Courts by one request to the Wailuku address and fax. No juvenile or paternity records released. Will fax documents \$5.00 1st page, \$2.00 each add'l. Within HI; \$2.00 1st page, \$1.00 each add'l. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00 per doc plus copy fee. Payee: Molokai District Court. Personal checks accepted, address and phone proof required. No credit cards accepted for record copies or searches, etc. Prepayment required.

**Civil Search:** Access: Mail, in person, online. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search, DOB, SSN. Civil cases indexed by defendant, plaintiff. Civil index and docket books back to statehood. Note:

Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround 3 days. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search by name or case number.

**Criminal Search:** Access: Mail, in person. Only the court performs in person name searches; visitors may not. Search fee: \$5.00 per name. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search, DOB, SSN. Criminal records on computer since 1980. Mail turnaround is 3 days.

**Wailuku District Court** 2145 Main St, #106, Wailuku, HI 96793; 808-244-2969; fax: 808-244-2932; 7:45AM-4:30PM (HT). *Misdemeanor, Civil Actions under \$40,000, Eviction, Small Claims, Traffic.*  
[www.co.maui.hi.us/index.aspx?NID=1063](http://www.co.maui.hi.us/index.aspx?NID=1063)

**General Information:** Traffic phone- 808-244-2800. You may search all Maui District Courts by one request to this court. Will fax documents \$5.00 1st page, \$2.00 each add'l. Within HI; \$2.00 1st page, \$1.00 each add'l. Court makes copy: \$1.00 first page, \$.50 each add'l. Microfilm copy is \$5.00 plus \$1.00 per page. Self serve copy: Self serve microfilm is \$1.00 per page. Certification fee: \$2.00 per doc plus copy fee. Payee: District Court 2nd Circuit. Personal checks accepted, address and phone proof required. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE required.

**Civil Search:** Access: Mail, fax, in person, online. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name per court. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search; also helpful: address. Civil cases indexed by defendant, plaintiff. Civil index and docket books. Note: Circuit Courts share concurrent jurisdiction with District Courts in civil non-jury cases in which the amounts in controversy are between \$10,000 and \$25,000. Mail turnaround 2-3 weeks. Civil PAT available. No identifiers shown. Free record searching at <http://hoohiki2.courts.state.hi.us/jud/Hoohiki/main.htm> or click on "Search Court Records" at [www.courts.state.hi.us/](http://www.courts.state.hi.us/). Search by name or case number.

**Criminal Search:** Access: Mail, fax, in person. Both court and visitors may perform in person name searches. Search fee: \$5.00 per name per court. There is also a \$5.00 fee to retrieve a file from storage. Required to search: name, years to search, DOB, SSN. Criminal records on computer since 1980. Mail turnaround 2-3 weeks. Criminal PAT available. No identifiers shown..

# Hawaii Recording Office

## Organization

All real estate documents, UCC financing statements, and tax liens are filed centrally with the Bureau of Conveyances located in Honolulu. Vital statistics are filed with the state, except divorces which are found at the clerk of the Circuit Court. Per the web page at <http://dlnr.hawaii.gov/boc/>, Hawaii is the only state in the U.S. with a single, statewide recording office.

The Bureau records, indexes, and microfilms over 344,000 Regular System and Land Court documents and maps annually; issues Land Court Certificates of Title; certifies copies of matters of record; and researches UCC requests.

The County Clerk in each county is responsible for voter and candidate registration & elections and maintaining legislative records.

The entire state is in the Hawaii Time Zone (HT).

## What Can Be Recorded Searching Tax Liens and UCC Filings

All real estate related records including UCC filings, all judgments and all types of liens.

The Bureau records, indexes, and microfilms over 344,000 Regular System and Land Court documents and maps annually; issues Land Court Certificates of Title; certifies copies of matters of record; and researches UCC requests. of Conveyances. Since July 1, 2008, documents filed with the Bureau of Conveyances include only the last four digits of an individual's SSN. The search fee is \$25.00 per debtor name plus additional \$5.00 fee for each financing statement and statement of assignment reported. Copies cost \$1.00 per page.

## Online Access

Searches by name or document number as well as the ability to order certified copies are available at <http://dlnr.hawaii.gov/boc/online-services/>. Data is from 1976 forward. Uncertified copies of documents recorded as of January 1992 can be downloaded immediately after purchase from a link on this page. One can also subscribe to more detailed information, plus subscribers have the ability to obtain a bulk image monthly download of the DB.

### Tax Assessor Data:

Access to tax assessment is available from each individual county, but all county sites do not offer name searches.

### Hawaii County

County Clerk, Office of the County Clerk (East); 25 Aupuni St, #1402, Hilo, HI 96720. 808-961-8255; fax-808-961-8912; 7:45AM-4:30PM.  
[www.hawaiicounty.gov/lb-clerk-home/](http://www.hawaiicounty.gov/lb-clerk-home/)

**Online:** See Online Access above.

**ASSESSOR INFO:** 74-5044 Ane Keohokalole Hwy, Kailua-Kona, HI 96740; 808-323-4880, assessor fax- 808-327-3538. (Appraiser- 808-323-4881); [www.hawaiicounty.gov/finance-real-property-tax/](http://www.hawaiicounty.gov/finance-real-property-tax/) **Online:** Access to property tax data is free at [http://qpublic9.qpublic.net/hi\\_honolulu\\_search.php](http://qpublic9.qpublic.net/hi_honolulu_search.php). A name search is not offered. Access to TMK and Subdivision Maps is free at [www.hawaiicounty.gov/rpt-tmk-sub](http://www.hawaiicounty.gov/rpt-tmk-sub).

### Honolulu County

County/City Clerk, County/City Clerk; 530 S King St, Rm 100, Honolulu, HI 96813. 808-768-3810; fax-808-768-3835; 7:45AM-4:30PM. (HT) [www1.honolulu.gov/council/clerk.htm](http://www1.honolulu.gov/council/clerk.htm)

**Index:** Records indexed on computer. Separate indices to search include council documents, legislation, communications, agendas. **Online:** See Online Access above

**ASSESSOR INFO:** Real Property Assessment Division, 842 Bethel St, Basement, Honolulu, HI 96813; 808-768-3799. <https://www.realpropertyhonolulu.com/> **Online:** Access to real property assessment and tax billing info free at [http://qpublic9.qpublic.net/hi\\_honolulu\\_search.php](http://qpublic9.qpublic.net/hi_honolulu_search.php). There is no name search feature.

### Kauai County

County Clerk, County Clerk; 4386 Rice St, #101, Lihue, HI 96766-1819. 808-241-4800; fax-808-241-6207; (HT)  
[www.kauai.gov/Government/CountyCouncil/OfficeoftheCountyClerk/tabid/83/Default.aspx](http://www.kauai.gov/Government/CountyCouncil/OfficeoftheCountyClerk/tabid/83/Default.aspx)

**Online:** See Online Access above.

**ASSESSOR INFO:** Real Property Assessment, 4444 Rice St, #A-454, Lihue, HI 96766; 808-241-4224. hours- 7:45AM-4:30PM. [www.kauai.gov/Government/Departments/Finance/RealProperty/tabid/178/Default.aspx](http://www.kauai.gov/Government/Departments/Finance/RealProperty/tabid/178/Default.aspx) **Online:** Property search by location or parcel number is at [http://qpublic9.qpublic.net/ga\\_search\\_dw.php?county=hi\\_kauai](http://qpublic9.qpublic.net/ga_search_dw.php?county=hi_kauai). A name search is only offered to registered users.

### Maui County

County Clerk, County Clerk; 200 S High St, Rm 708, Wailuku, HI 96793. 808-270-7748/7749; fax-808-270-7171; 7:45AM-4:30PM.  
[www.co.maui.hi.us/index.aspx?NID=657](http://www.co.maui.hi.us/index.aspx?NID=657)

**Online:** See Online Access above

**ASSESSOR INFO:** Real Property Tax Division, 70 E Kaahumanu Ave, #A-16, Kahului, HI 96732; 808-270-7297/7697, fax- 808-270-7884. hours- 8AM-4PM. [www.co.maui.hi.us/index.aspx?NID=576](http://www.co.maui.hi.us/index.aspx?NID=576) **Online:** View property tax assessments free at [http://qpublic9.qpublic.net/hi\\_maui\\_search.php](http://qpublic9.qpublic.net/hi_maui_search.php). Search by location address, name, parcel number and map. A separate search of sales, and lists of sales by year, are also provided. Also, access to tax map images free at [www.mauicounty.gov/index.aspx?NID=757](http://www.mauicounty.gov/index.aspx?NID=757). Download parcel data extracts at [www.co.maui.hi.us/DocumentCenter/Index/231](http://www.co.maui.hi.us/DocumentCenter/Index/231).

# Hawaii County Locator

You will usually be able to find the city name in the City/County Cross Reference below. However, only the official US Postal Service city names are included in this index. There are an additional 40,000 place names that people use in their addresses. Therefore, we have also included a ZIP/City Cross Reference immediately following the City/County Cross Reference.

If you know the ZIP Code but the city name does not appear in the City/County Cross Reference index, look up the ZIP Code in the ZIP/City Cross Reference, find the city name, then look up the city name in the City/County Cross Reference. For example, you want to know the county for an address of Menands, NY 12204. There is no "Menands" in the City/County Cross Reference. The ZIP/City Cross Reference shows that ZIP Codes 12201-12288 are for the city of Albany. Looking back in the City/County Cross Reference, Albany is in Albany County.

## Hawaii City/County Cross Reference

AIEA Honolulu	KAHUKU Honolulu	KOLOA Kauai	PUKALANI Maui
ANAHOLA Kauai	KAHULUI Maui	KURTISTOWN Hawaii	VOLCANO Hawaii
CAPTAIN COOK Hawaii	KAILUA Hawaii, Honolulu, Maui	LAHAINA Maui	WAHIAWA Honolulu
EWA BEACH Honolulu	KALAHEO Kauai	LAUPAHOEHOE Hawaii	WAIALUA Honolulu, Maui
HAKALAU Hawaii	KALAUPAPA Kalawao	MAKAWAO Maui	WAIKOLOA Hawaii
HANA Maui	KAPAAU Hawaii	MAUNALOA Maui	WAILUKU Maui
HANALEI Kauai	KAPOLEI Honolulu	MOUNTAIN VIEW Hawaii	WAIMANALO Honolulu
HANAPEPE Kauai	KAUMAKANI Kauai	NINOLE Hawaii	WAIMEA Hawaii, Honolulu, Kauai
HAWAIIAN OCEAN VIEW Hawaii	KAUNAKAKAI Maui	OCEAN VIEW Hawaii	WAIPAHU Honolulu
HAWI Hawaii	KAWELA BAY Honolulu	PAAUHAU Hawaii	
HICKAM AFB Honolulu	KEALAKEKUA Hawaii	PAHALA Hawaii	
HILO Hawaii	KEALIA Hawaii, Kauai	PAHOA Hawaii	
HOLUALOA Hawaii	KEAUHOU Hawaii	PEARL CITY Honolulu	
HONAUNAU Hawaii	KEKAHA Kauai	PEARL HARBOR Honolulu	
HONOLULU Honolulu	KIHEI Maui	PEPEEKEO Hawaii	
HONOMU Hawaii	KILAUEA Kauai	PRINCEVILLE Kauai	

## ZIP/City Cross Reference

96701-96701 AIEA	96732-96733 KAHULUI	96762-96762 LAIE	96789-96789 MILILANI
96703-96703 ANAHOLA	96734-96734 KAILUA	96763-96763 LANAI CITY	96790-96790 KULA
96704-96704 CAPTAIN COOK	96737-96737 OCEAN VIEW	96764-96764 LAUPAHOEHOE	96791-96791 WAIALUA
96705-96705 ELEELE	96738-96738 WAIKOLOA	96765-96765 LAWA	96792-96792 WAIANAE
96706-96706 EWA BEACH	96739-96739 KEAUHOU	96766-96766 LIHUE	96793-96793 WAILUKU
96707-96707 KAPOLEI	96740-96740 KAILUA KONA	96767-96767 LAHAINA	96795-96795 WAIMANALO
96708-96708 HAIKU	96741-96741 KALAHEO	96768-96768 MAKAWAO	96796-96796 WAIMEA
96709-96709 KAPOLEI	96742-96742 KALAUPAPA	96769-96769 MAKAWELI	96797-96797 WAIPAHU
96710-96710 HAKALAU	96743-96743 KAMUELA	96770-96770 MAUNALOA	96801-96850 HONOLULU
96712-96712 HALEIWA	96744-96744 KANEOHE	96771-96771 MOUNTAIN VIEW	96853-96853 HICKAM AFB
96713-96713 HANA	96745-96745 KAILUA KONA	96772-96772 NAALEHU	96854-96854 WHEELER ARMY AIRFIELD
96714-96714 HANALEI	96746-96746 KAPAA	96773-96773 NINOLE	96857-96857 SCHOFIELD BARRACKS
96715-96715 HANAMAULU	96747-96747 KAUMAKANI	96774-96774 OOKALA	96858-96858 FORT SHAFTER
96716-96716 HANAPEPE	96748-96748 KAUNAKAKAI	96775-96775 PAAUHAU	96859-96859 TRIPLER ARMY MED CTR
96717-96717 HAUULA	96749-96749 KEAAU	96776-96776 PAAUILO	96859-96859 TAMC
96718-96718 HAWAII NATIONAL PARK	96750-96750 KEALAKEKUA	96777-96777 PAHALA	96860-96860 PEARL HARBOR
96719-96719 HAWI	96751-96751 KEALIA	96778-96778 PAHOA	96861-96861 CAMP H M SMITH
96720-96721 HILO	96752-96752 KEKAHA	96779-96779 PAIA	96862-96862 BARBERS POINT N A S
96722-96722 PRINCEVILLE	96753-96753 KIHEI	96780-96780 PAPAALOA	96862-96862 BARBERS POINT
96725-96725 HOLUALOA	96754-96754 KILAUEA	96781-96781 PAPAIKOU	96863-96863 M C B H KANECHIE BAY
96726-96726 HONAUNAU	96755-96755 KAPAAU	96782-96782 PEARL CITY	96898-96898 WAKE ISLAND
96727-96727 HONOKAA	96756-96756 KOLOA	96783-96783 PEPEEKEO	
96728-96728 HONOMU	96757-96757 KUALAPUU	96784-96784 PUUNENE	
96729-96729 HOOLEHUA	96759-96759 KUNIA	96785-96785 VOLCANO	
96730-96730 KAAAWA	96760-96760 KURTISTOWN	96786-96786 WAHIAWA	
96731-96731 KAHUKU	96761-96761 LAHAINA	96788-96788 PUKALANI	