



**STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL**

**LEOSA FIREARM CERTIFICATION
APPLICATION INSTRUCTIONS AND CHECKLIST**

Prior to applying for a State of Hawaii Firearm Certification, you should read and understand the Interim Internal Management Regulation entitled "State of Hawaii Firearm Certification for Qualified Retired Law Enforcement Officers." If you have any questions feel free to contact the Department of the Attorney General, Criminal Justice Division at (808) 586-1160 or email Criminal.Justice@hawaii.gov.

Applications must be submitted in person at the following locations:

Island of Oahu:
Department of the Attorney General
Criminal Justice Division
707 Richards Street, Suite 400
Honolulu, Hawaii 96813
(808) 586-1160

Islands of Maui, Molokai, Lanai:
Maui Police Department
55 Mahalani Street
Wailuku, Hawaii 96793
Firearms Section: (808) 244-6355

Island of Hawaii (Hilo, Kona)
Hawaii Police Department
349 Kapiolani Street
Hilo, Hawaii 96720
Firearms Section:
(808) 961-2239
Kona Substation
74-611 Hale Māka'i Place
Kailua-Kona, Hawaii 96740
(808) 326-4646

Island of Kauai
Kauai Police Department
3990 Kaana Street, Suite 200
Lihue, Hawaii 96766
Firearms Section: (808) 241-1663

Applications will be accepted on Monday, Wednesday, and Friday between the hours of 8:00 a.m. and 2:00 p.m. (except on State holidays). All costs related to firearm certification shall be paid by the applicant.

In order to apply for State of Hawaii Firearm Certification to Carry a Concealed Firearm pursuant to 18 United States Code § 926C, you must submit the following items at the time of application:

1. Completed Application for State of Hawaii Firearm Certification to Carry a Concealed Firearm Pursuant to 18 United States Code § 926C (Form 1)
2. LEOSA Questionnaire (Form 1A)

3. Signed Consent to Release Confidential Information and Waiver Authorizing Access to Confidential Information and Records (Form 1B). This form must be notarized prior to submitting application packet for processing.
4. Signed Authorization for Use or Disclosure of Protected Health Information (PHI) (Form 1C)
5. Completed Law Enforcement Officers Safety Act 2004 Certificate of Medical Examination (physical examination, including an eye and hearing exam) (Form 1D) (required with initial application and every two years thereafter)
6. 2 color copies of your photo identification card issued by the law enforcement agency from which you retired (Note: Please copy front and back of photo ID if any information is provided on back of ID)
7. 2 current passport-sized color photos with solid light colored background (to be used for your firearm certification identification card)
8. Copy of current Hawaii registration for the firearm you intend to carry concealed
9. 5 blank letter sized envelopes (#10) with appropriate first class, prepaid postage. Do not fill in address or return area.
10. 1 letter sized envelope (#10) addressed to applicant with appropriate first class, certified, return receipt prepaid postage
11. If you are submitting an application on Hawaii, Kauai, or Maui, please submit one 9 X12 envelope with appropriate first class, prepaid postage adequate for mailing all application documents, addressed to the Department of the Attorney General, Criminal Justice Division at the address listed above. Do not fill in the return address area.

FAILURE TO SUBMIT PROPER DOCUMENTS OR SUFFICIENT POSTAGE RESULTS IN DELAYS

DO NOT OBTAIN YOUR STATE OF HAWAII FIREARM CERTIFICATION FROM THE STATE AUTHORIZED FIREARMS INSTRUCTOR UNTIL YOU ARE NOTIFIED BY THE DEPARTMENT OF THE ATTORNEY GENERAL THAT YOU MEET THE QUALIFICATIONS OF 18 U.S.C. § 926C.

Star Protection Agency (“SPA”) has been chosen by the Attorney General to provide the firearm certification course for the State of Hawaii. The cost of the firearm certification course is \$104.71 (tax included), not including ammunition or travel related cost. SPA can be reached at <http://www.starprotectionagency.com> or 808-532-3911 for more information on certification dates and locations.

Visit the Department of the Attorney General website at <http://www.hawaii.gov/ag.gov> to download instructions and forms.