

**DEPARTMENT OF LIQUOR CONTROL  
COUNTY OF HAWAI‘I**

*Hilo Lagoon Centre, 101 Aupuni Street, Unit 230, Hilo, HI 96720, Phone: 808-961-8218, Fax: 808-961-8684  
75-5706 Kuakini Hwy, Suite 107, Kailua-Kona, HI 96740, Phone: 808-323-4370,  
Fax: 808-327-3550 \* Email: [cohdlc@hawaiicounty.gov](mailto:cohdlc@hawaiicounty.gov) \* Website: [www.hawaiicounty.gov/liquor-control](http://www.hawaiicounty.gov/liquor-control)*

**APPOINTMENT OF PERSONS IN ACTIVE CHARGE OF THE PREMISES**

Pursuant to Rule 5-2 of the Rules and Regulations of the Liquor Commission, a person duly approved to serve as a person in active charge of the premises (liquor card holder), age 21 and older, shall be on duty at all times while the premises is open for business.

**Procedure and Requirements:**

- Owners/managers shall submit this completed form to [cohdlc@hawaiicounty.gov](mailto:cohdlc@hawaiicounty.gov) to request an appointment in the session/exam. **Direct ALL inquiries to the Hilo Office by email or phone (808) 961-8218.**
- Maximum 3 employees allowed per session unless space is available. Class size is limited.
- Do **NOT** send employees unless you receive an email confirmation from our office.
- Registration starts 30 minutes prior to session time. **Persons not confirmed or late may be denied entry.**
- Employees must bring: 1) Valid government ID with photo, 2) \$2.00 (bring exact change), and 3) pen.
- Employees should study the liquor laws ([Rules and Regulations/Chapter 281, HRS](#)) prior to the session.
- Allow approximately 2 hours for the session which includes a workshop and written exam.
- An investigator will deliver the liquor cards to a Person in Active Charge at the premises.

The following persons are appointed to be liquor card holders and request an appointment in:

Hilo:     *Hilo Lagoon Centre, 101 Aupuni Street, Unit 230, Hilo, HI 96720*

Kona:     *75-5706 Kuakini Hwy, Suite 107, Kailua-Kona, HI 96740*

on:

\_\_\_\_\_ *(session/exam date)*

**SESSION & EXAM:**

9:00 A.M. *(Retail Store/Manufacturer)*

11:30 A.M. *(Dispenser/Restaurant/Hotel/Club/Vessel/Cabaret/ Winery/  
Brewpub/Small Craft Producer Pub)*

**EXAM ONLY\*:**

9:00 A.M. *(Hilo only)*

11:00 A.M. *(Hilo only)*

2:00 P.M. *(Kona only)*

**\*NOTE: Employee(s) qualified to take the "EXAM ONLY" are those who had a liquor card issued within the past 5 years by attending the session & exam. If an employee attends the "EXAM ONLY" and is not successful, they shall attend the "SESSION & EXAM" to renew their liquor card.**

**NAME** *(Last Name, First Name – Exactly as it appears on ID)*

**21 OR OLDER**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

To confirm this appointment, please contact me by email or phone at: \_\_\_\_\_

AUTHORIZED BY:

\_\_\_\_\_ *(PRINT NAME/TITLE)*

LICENSEE / DBA NAME:

DATE: