

INSTRUCTIONS FOR DHS 1640

**REPORT FORM FOR ADULT ABUSE AND NEGLECT  
(Chapter 346, Part X, HRS)**

PURPOSE:

DHS 1640 is to be used by reporters required by Chapter 346, Part X, HRS to submit a report in writing to the Department on suspected incidents of adult abuse and neglect. The form is to be sent as soon as possible after the initial oral report is given to the Department.

The DHS 1640 need not be used if the reporter submits similar information in writing to the Department.

SPECIFIC INSTRUCTIONS COMPLETION BY REPORTER:

1. Enter the date of the suspected incident of adult abuse and neglect.
2. Complete the form as accurately as possible.

FORM DISTRIBUTION:

Mail the original or fax a copy of the DHS 1640 to the Department for appropriate action. Refer to the back of the form for the addresses, phone numbers, and fax numbers of the adult protective services offices on each island.

FORM SUPPLY:

Units are to reproduce and stock own supply.