

State of Hawaii
Department of Human Services
Social Services Division

INSTRUCTIONS FOR OBTAINING
A CRIMINAL HISTORY RECORDS CLEARANCE

HRS Sections 346-16, 346-17, and 346-154, require all operators and staff of foster boarding homes, child-caring institutions and child-placing organizations to be processed for a criminal history records clearance. The initial clearance requires that fingerprints be forwarded to the Federal Bureau of Investigations for a national records check; thereafter, only a record check of local files will be required annually or biennially.

INITIAL CLEARANCE - OAHU, KAUAI, MAUI AND HAWAII APPLICANTS:

1. To schedule a fingerprinting appointment call your respective island at the number below, between the hours of 7:45 to 4:30:
 - Oahu-----832-5104
 - Kauai-----274-3300
 - Maui-----243-5164
 - East Hawaii---933-0350
 - West Hawaii---327-4787

PLEASE BE ON TIME AND CALL TO CANCEL AT LEAST 24 HOURS IN ADVANCE IF YOU ARE UNABLE TO KEEP YOUR APPOINTMENT.

2. All fingerprint applicants are required to complete Parts I and II of the attached application form, DHS 1623, Request for Criminal History Records Clearance, and bring it with you to your scheduled appointment with the licensing unit for processing.

At the time of fingerprinting, you will need to present photo identification (i.e., Hawaii Drivers License, State I.D.) in order for the department to verify your identity.

Once verification has been established, those scheduled will be processed for their Federal Bureau of Investigation (FBI) fingerprint clearance.

3. The FBI charges *\$16.50 for each fingerprint clearance request. At the time of fingerprinting, a money order or cashier's check must be made payable to the HAWAII CRIMINAL JUSTICE DATA CENTER for the full amount due. The Department of Human Services will not accept cash and we are unable to accept a money order or cashier's check if it is made out to somebody else.

*The Department of Human Services, Child Welfare Services pays the \$16.50 fingerprinting fee for Resource Caregivers licensed by the Department.

INITIAL CLEARANCE FOR MOLOKAI AND LANAI

1. Fingerprinting will continue to be processed by the Police Department.