Aloha nō:

Mahalo for your interest in the Office of Hawaiian Affairs (OHA) Hawaiian Registry Program. The following items are needed to begin the ancestry verification process for new applicants. Once you have gathered the required documents, as listed below, please submit them to our office. Photocopies are acceptable. It may take 2-3 weeks for processing, we will contact you if more is needed.

**USE THIS □ CHECKLIST as a guide while gathering all required documents.**

- **Completed Hawaiian Registry Program (HRP) Form:**
  - Each applicant must have their own completed HRP Form. Please fill in all fields and bubbles.
  - Adult applicants must sign their own HRP Form
  - For minors, the HRP Form must be signed by a parent or legal guardian
  - When a legal guardian signs the HRP Form, guardianship documents must be submitted

- **Birth Certificate:**
  - State or government issued birth certificate for the applicant which reflects Hawaiian ancestry
  - If the applicant’s birth certificate does not reflect Hawaiian ancestry, include birth certificates for a parent, grandparent and so on as needed to reach a birth certificate that reflects Hawaiian ancestry
  - Please ensure the entire birth certificate is visible, legible, and has not been tampered with

- **Photo ID:**
  - State or government issued photo ID such as a driver’s license, state ID, passport, etc.
  - For minors, a student ID or the ID of a parent or legal guardian is acceptable

- **Applicant Picture:**
  - This picture will be used on the Hawaiian Registry card
  - The picture can be a digital image or a photograph

**Adoptions:**

If a legal adoption occurred, documentation to confirm Hawaiian ancestry is verified through a biological parent is required. Adoption documentation may be requested from the court where the adoption took place. For adoptions that took place in Hawaii, documentation can be requested from the Hawaii Family Court. See the back of this checklist for Family Court contact information.

**How to Submit the Application & Documents:**

The HRP Form and documents may be submitted via mail, walk-in to any OHA office, or e-mail to hireg@oha.org. Ensure the file size of e-mails do not exceed 6MB, otherwise it will be blocked. If needed, multiple e-mails may be sent with one or two documents attached to each e-mail.

Please contact us if there are any questions.

Mahalo,

**Hawaiian Registry Staff**

Office of Hawaiian Affairs
Hawaiian Registry Program
(808) 594-1914
hireg@oha.org
www.oha.org/registry

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**OHA Offices**

- **O'AHU** ............................................ 594-1914
- **MAUI** ............................................ 873-3364
- **HILO** .............................................. 933-3106
- **LĀNA'I** ........................................... 565-7930
- **KONA** ............................................. 327-9525
- **MOLOKA'I** ....................................... 560-3611
- **KAUA'I** .......................................... 241-3390
Submit items to the OHA Hawaiian Registry Program:

Mail to:
Office of Hawaiian Affairs
Attn: Hawaiian Registry Program
560 N. Nimitz Hwy Suite 200
Honolulu, HI 96817
E-mail: hireg@oha.org

To Obtain Documents:

Birth Certificates:
Hawaii State Department of Health
1250 Punchbowl Street, Room 103
Honolulu, HI 96813
Phone: (808) 586-4533
Website: http://health.hawaii.gov/vitalrecords

For birth certificates from other states, contact the vital records office in the state where the birth took place.

Other Documents:
Hawaii State Archives
Kekauluohi Building – Iolani Palace Grounds
Phone: (808) 586-0329
Website: http://ags.hawaii.gov/archives

Adoption & Family Court Records:

For adoptions that took place in Hawaii, contact the Family Court Circuit where the adoption took place.

<table>
<thead>
<tr>
<th>Oahu – First Circuit Kapolei</th>
<th>Maui – Second Circuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judiciary Complex</td>
<td>Hoapili Hale</td>
</tr>
<tr>
<td>4675 Kapolei Parkway</td>
<td>2145 Main Street</td>
</tr>
<tr>
<td>Kapolei HI 96707-3272</td>
<td>Wailuku, HI 96793-1679</td>
</tr>
<tr>
<td>Phone: (808) 954-8145</td>
<td>Phone: (808) 244-2770</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hawaii – Third Circuit</th>
<th>Kauai – Fifth Circuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale Kaulike</td>
<td>Puuhonua Kaulike Building</td>
</tr>
<tr>
<td>777 Kilauea Avenue</td>
<td>3790 Kaana Street</td>
</tr>
<tr>
<td>Hilo, Hawaii 96720-4212</td>
<td>Lihue, HI 96766</td>
</tr>
<tr>
<td>Phone: (808) 961-7670</td>
<td>Phone: (808) 482-2350</td>
</tr>
</tbody>
</table>

The following are some documents that can be requested, they may be subject to fees:
- Letter of Non-Identifying Information of Racial Extraction of Biological Parents (LRE)
- Adoption Decree
- Pre-Adoption birth certificate

Generally, an LRE will be sufficient as it will report the adopted person’s biological ancestry and it is free to request. For more information visit the Hawaii Family Court website at: www.courts.state.hi/courts/family/family_courts

For adoptions that took place outside of Hawaii, contact the court where the adoption took place to inquire about obtaining adoption records.

For more information on the Hawaiian Registry Program please visit our website at www.oha.org/registry.

Renewals
To renew an expired Hawaiian Registry card, please complete a new Hawaiian Registry Program Form and be sure to fill in the “Renewal/Replacement” bubble near the top of the form. It is recommended to resubmit the required documents because in some cases this may speed up the renewal process. Every renewal is subject to review to ensure that documentation on file meets current ancestry verification requirements. Since ancestry verification requirements change over time, it is possible that further documentation may be requested. The expired Hawaiian Registry card will not be renewed until documentation is provided to meet current ancestry verification requirements.