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**A BILL FOR AN ORDINANCE**

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RELATING TO CITY FORMS.

BE IT ORDAINED by the People of the City and County of Honolulu:

SECTION 1. The purpose of this ordinance is to facilitate public access.

SECTION 2. Chapter 1, Revised Ordinances of Honolulu 1990 ("General Provisions"), is amended by adding a new article to be designated by the revisor of ordinances and to read as follows:

**"Article \_\_. Online Access to City Forms**

**Sec. 1-\_\_.1 Definitions.**

(a) For purposes of this article:

"City" includes the departments and agencies of both the executive and legislative branches of the City and County of Honolulu.

"Forms" refers to all city issued documents requiring information to be inserted by the person, organization, or entity requesting the provision of a city service or the issuance of a city license or permit. The term does not refer to such documents after they have been filled out by any person, organization, or entity.

"Online" refers to being connected to the Internet or World Wide Web.

**Sec. 1-\_\_.2 Access to city forms.**

(a) The city shall make all city forms available online for electronic filing or downloading.

(b) The city shall recognize and accept all properly filled in downloaded forms, provided that the form is accompanied by all necessary payments and specified supplemental materials.



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SECTION 3. This ordinance shall take effect upon approval.

INTRODUCED BY:

Ikaika Anderson

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DATE OF INTRODUCTION:

April 11, 2013  
Honolulu, Hawaii

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Councilmembers

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Deputy Corporation Counsel

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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KIRK CALDWELL, Mayor  
City and County of Honolulu