

LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU
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INTERNET ADDRESS: www.honolulu.gov/liq

FINGERPRINTING SERVICES FOR THE HONOLULU LIQUOR COMMISSION



Beginning November 1, 2020, all applicants who are required to submit fingerprints must utilize **Fieldprint**, the nation's largest electronic fingerprinting network within the United States and its territories.

- Oahu applicants may schedule at any one of the four local **Fieldprint** locations.
- Out-of-state applicants may go to any of the 1,300+ Livescan sites operated by **Fieldprint** across the United States and its territories.
- Out-of-country applicants who are unable to utilize **Fieldprint's** service must contact the Supervising Liquor Control Investigator at (808) 768-7340 for further instructions.

If you are unsure as to whether or not you are required to submit fingerprints as part of the liquor license application process, please contact your assigned Licensing Investigator.

Instructions to schedule a fingerprint appointment:

1. Visit <http://fieldprinthawaii.com>
2. Click on the "Schedule an Appointment" button.
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question, then click "Sign Up and Continue."
4. Enter the Fieldprint Code: **FPHonoluluLiquorCommission**
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
7. If you have any technical questions or problems, you may contact **Fieldprint's** customer service team at 877-614-4364 or customerservice@fieldprint.com.
8. You will be responsible for submitting payment directly to **Fieldprint**.
9. You will be notified by your assigned Licensing Investigator once your background report is received.