

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • EMAIL liq-licensing@honolulu.gov
INTERNET ADDRESS: www.honolulu.gov/liq

**Transfer Liquor License Application
Tour or Cruise Vessel
CHECKLIST**

SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:	Form Number	HLC Initial
<input type="checkbox"/> Application fees will be collected upon submittal of a completed application packet. We accept Cash, Cashier's Check, Money Order, Licensee/Attorney Business Check payable to: <i>City & County of Honolulu</i> , or Discover/MasterCard/VISA (plus an applicable service fee). Transfer License Application fee: \$375.00 Please note the application fee is non-refundable.		
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-LIC-106	
<input type="checkbox"/> Completed and Notarized Liquor License Application	LIQ-LIC-101	
<input type="checkbox"/> Corporation: Articles of Incorporation or Partnership: Partnership Agreement or LLC: Articles of Organization AND Operating Agreement	LIQ-LIC-103 LIQ-LIC-104 LIQ-LIC-104	
<input type="checkbox"/> Certificate of Good Standing (not over 60 days old) for Corporation/Partnership/LLC. Request online using the following DCCA website: http://cca.hawaii.gov/breg/		
<input type="checkbox"/> Certificate of Trade Name (T-1) or Assignment of Trade Name (T-4) Perform an internet search for T-1 or T-4 (If dba/trade name not a Corporate or LLC Name)	Form T-1 or Form T-4	
<input type="checkbox"/> Financial Statement (not over 1 year old)	LIQ-LIC-138	
<input type="checkbox"/> Verification of funds Provide original verification letter from bank, copy(s) of bank statements or loan documentation (not over 1 year old).		
<input type="checkbox"/> Personal History & Affidavit Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners	LIQ-LIC-129	
<input type="checkbox"/> Criminal History Record Clearance (Fingerprinting) Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners Review instructions for submitting fingerprints through Fieldprint fingerprinting services.	LIQ-LIC-132 Fingerprinting Services	
<input type="checkbox"/> Floor Plan Drawn to Scale – Must include the proposed area to be licensed outlined in “red”. <i>Must have Hawaii State Dept. of Health stamp for on-premises consumption.</i> <i>(Sanitation Branch phone: (808)586-8000, Address: 99-945 Halawa Valley St.)</i>		
<input type="checkbox"/> Copy of Floor Plan Drawn to Scale and Reduced to 8-1/2"x11" Must include the proposed area to be licensed outlined in “red”.		
<input type="checkbox"/> Mooring Agreement		
<input type="checkbox"/> Consideration Document		
<input type="checkbox"/> 4"x6" Photo or larger of the Vessel Mounted or Printed on 8-1/2"x11" paper		
<input type="checkbox"/> U.S. Coast Guard Certificate of Inspection		

Note: Any application that is inaccurate or incomplete will be returned.

For questions about forms, please email: liq-licensing@honolulu.gov