

Change of Corporate or Club Officer/Director or LLC, Partnership or Unincorporated Association Member/Manager/Partner CHECKLIST

**Notification must be submitted within 30 days of the
change in Corporate Officer/Director or LLC Member/Manager/Partner**

SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:	Form Number	HLC Initial
<input type="checkbox"/> Notification of Authorized Agent (if applicable)	LIQ-LIC-106	
<input type="checkbox"/> Corporation or Club: Add or Delete Officers/Directors OR	LIQ-LIC-103	
<input type="checkbox"/> LLC, Partnership or Unincorporated Association: Add or Delete Members/Managers/Partners	or LIQ-LIC-104	
<input type="checkbox"/> For Corporation or Club, provide minutes confirming the new officer/director's name, title and % of stock held.		
<input type="checkbox"/> For LLC, Partnership or Unincorporated Association, provide official documentation confirming the new Member/Manager/Partner's name, title and % of shared interest held.		
<input type="checkbox"/> Personal History & Affidavit (PHA) 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 Required for all Officers, Directors, 25%+ Stockholders, Member(s) of Member-Managed LLC, Manager(s) & Member(s) of Manager-Managed LLC, Partners Payment required at or prior to fingerprint appointment.	LIQ-LIC-132	
<input type="checkbox"/> Review instructions for submitting fingerprints through Fieldprint fingerprinting services. Fingerprinting is required for all Officers, Members, Managers and Partners except "Club" type Licensees with a Liquor License number beginning with "F".	Fingerprinting Services	

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

No fee incurred for a Change of Corporate Officer/Director or LLC, Partnership or Unincorporated Association Member/Manager/Partner.

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