



Department of Land and Natural Resources Division of Forestry and Wildlife

1151 Punchbowl Street, Room 325
Honolulu, Hawaii 96813
(808) 587-0166/ (808) 587-0160 (Fax)

Guidelines for Research, Collection, Possession, Commercial Activity, and Access Permits

Before you begin research or any other activity in Hawaii, you will need to obtain appropriate permits. These are **general** guidelines for research, collection, possession, access (for scientific and educational purposes) and other activities (such as commercial) permits 1) on lands under the jurisdiction of the Division of Forestry and Wildlife (DOFAW) and 2) those involving native species of the State of Hawaii.

These guidelines are intended to help prospective researchers and others seek necessary permit(s) and contact the appropriate offices to obtain an application form and permit approval. The following list provides guidance based on the location and the type of intended activities. Please note: often more than one permit will be required.

Permit applications are reviewed by appropriate staff, including the staff at the applicable DOFAW Branch/ Island office before any permit is generated.

- Research/ activities involving native and Threatened & Endangered wildlife (vertebrates): requires a Scientific Collecting permit (Contact: Scott Fretz/ Norma Bustos; (808) 587-0163)
- Research/ activities involving native and Threatened & Endangered wildlife (invertebrates): requires a Scientific Collecting permit (Contact: Betsy Gagne; (808) 587-0063)
- Research/ activities involving native Threatened & Endangered plants: requires a Scientific Collecting permit (Contact: Vickie Caraway/ Charmian Dang; (808) 587-4155)
- Research/ activities involving native non-Threatened & Endangered plants: requires a Scientific Collecting permit (Contact: appropriate Branch/ Island office – see resource list below)
- Collection or exportation of injurious wildlife (Contact: Mindy Wilkinson; (808) 587-0164)
- Research/ activities within a Natural Area Reserve: requires a NARS Special Use permit (Contact: Betsy Gagne/ Christen Mitchell; (808) 587-0063)
- Research/ activities requiring access to DOFAW managed land (see map): requires an

- Access permit (Contact: appropriate Branch/ Island office – see resource list below)
- Research/ activities involving collection or possession of Threatened & Endangered Species or migratory birds: requires a U.S. Fish and Wildlife Service permit: contact USFWS Hawaii office (808) 792-9400)
 - Research/ activities involving fresh water or marine species: contact Division of Aquatic Resources (808) 587-0110
 - Research/ activities involving historical sites: contact Historic Preservation Division (808) 692-8015
 - Research/ activities involving State Parks: contact State Parks Division (808) 587-0289
 - Research/ activities involving unencumbered state lands: contact Land Division (808) 587-0446
 - Research/ activities involving Conservation District (both private and public land): contact (808) 587-0377

Studies/ research with direct management or conservation components are greatly favored on DOFAW managed lands, especially with endangered species.

Requests for permits should be submitted no later than **90 days** before expected start of field work to allow sufficient time for review and processing. However, some permits – such as Special Use Permit for activities in Natural Area Reserves – require a minimum 90-day advance notice, due to special processing requirements and approvals needed. Failure to meet these deadlines will result in the activity needing to be rescheduled or for other areas to be considered. Submitting incomplete applications (including applications without maps when requested) will also increase the total time period required to process your permit request. Original signatures are required on the final permit, which may take additional time via U.S. mail. Plan accordingly.

Once a written permit (not just verbal “permission”) is granted, read, and signed, the permit holders only need to check in with the appropriate DOFAW Branch office prior to field work (in person if they need to pick up necessary gate keys or other logistics; or by phone so staff can confirm fieldwork). A copy of the signed permit must be carried with the permit holder in the field. Access may be denied or rescheduled for any reason, including changes in field conditions (hurricanes, fire, or other reasons). This is a safety issue and the main reason why contact with the DOFAW District/ Island office *must* be made prior to beginning fieldwork. Field work in Hawaii can be hazardous and must be approached accordingly.

For studies involving the use of federally regulated species such as migratory birds and Threatened and Endangered species, Federal permits must be obtained *prior* to initiation of fieldwork. Generally, if additional permits are required to conduct the activity, all permits must be secured prior to initiation of fieldwork. It is the responsibility of the permit applicant to determine what permits and approvals are required for their proposed activity.

Required Information for permits varies depending on the permit requested. Contact appropriate staff for permit application forms.

Required Information:

Project Duration —Applicant must provide information stating the duration of the entire project, as well as the time covered by the request. Duration of a permit will not exceed one year. Permit extensions are dependent on receiving reports for work conducted the previous year; they may be submitted along with request for renewal/ extension. **Failure to do so in advance will result in a denial of any further permitted research/ activities in the particular area(s).** A final report is due within 30 days of the termination date of the permit if the permit is not renewed or extended.

Project Location — Be very specific (include maps of the activity’s location), as this indicates our jurisdiction over the area in the permit request. DOFAW is responsible for issuing permits for Natural Area Reserves, Forest Reserves, Wilderness Preserves, and Game Management Areas. Because each of these areas may have their own administrative rules this may result in more than one permit. Permits may also be required by other Divisions within DLNR or by Federal Agencies (as in the case of research involving Threatened and Endangered species). The following addresses are for DOFAW offices, followed by other Divisions within DLNR that issue permits and can be contacted directly for permits. This list will assist you in contacting the correct offices to obtain the permit(s) necessary before beginning your work.

Division of Forestry and Wildlife:

Administration: 1151 Punchbowl Street, Room 325, Honolulu, Hawaii 96813; (808) 587-0166; fax (808) 587-0160.

Kaua’i Branch Manager: 3060 Eiwa Street, Room 306, Lihue, Hawaii 96766; phone (808) 274-3433; fax (808) 274-3438.

O’ahu Branch Manager: 2135 Makiki Heights Drive, Honolulu, Hawaii 96822; phone (808) 973-9778; fax (808) 973-9781.

Maui Branch Manager (including Molokai, Lanai, and Kahoolawe): 54 South High Street, Room 101, Wailuku, Hawaii 96793; phone (808) 984-8100; fax (808) 984-8111.

Hawaii Branch Manager: 19 East Kawaili Street, Hilo, Hawaii 96720; phone (808) 974-4221; fax (808) 974-4226.

State Parks Division:

State Parks Administrator, 1151 Punchbowl Street, Room 310, Honolulu, Hawaii 96813; phone (808) 587-0289; fax (808) 587-0311.

Historic Preservation Division:

Historic Preservation Administrator: Kakuhihewa Building, 601 Kamokila Boulevard, Suite 555, Kapolei, Hawaii 96706; phone (808) 692-8015; fax (808) 692-8020.

Division of Aquatic Resources:

Aquatic Resources Administrator: 1151 Punchbowl Street, Room 330, Honolulu, Hawaii 96813; (808) 587-0100; fax (808) 587-0115.

Division of Land Management:

Land Management Administrator: 1151 Punchbowl Street, Room 220, Honolulu, Hawaii 96813; phone (808) 587-0446; fax (808) 587-0455.

Collection & Possession — List by common and scientific names, quantity being proposed, a statement whether vouchers will be taken, any request of vouchers, any propagation requests, any genetic studies or other type of laboratory work, or other requests. Also, indicate if species is native or alien to Hawaii, Threatened or Endangered species, Candidate for listing, or a Species of Concern. The DOFAW administration office in Honolulu is responsible for collection and possession permits for all native species, including federally listed Threatened and Endangered species, Candidate species, Species of Concern, and Plant Extinction Prevention Program (PEP) species on DOFAW managed lands. Bishop Museum, located in Honolulu, is the official state repository for all specimens no later than upon project completion, and has first refusal rights for all specimens of native species. Upon accession, duplicate material may be deposited in the host institution of applicant, or other institute with the mutual consent of the Permit Holder, Bishop Museum and Division, as deemed necessary.

For plants, the State Endangered and Threatened species list mirrors the federal list that can be found at the U.S. Fish and Wildlife Service web site. The permit holder(s) also is required to consult with island Plant Extinction Prevention (PEP) Coordinators prior to any planned work with PEP species. If deemed necessary, PEP Coordinators may require to accompany the permit holder(s) to oversee field work in and around PEP plants.

Materials & Methods — Detail how field work or activity will be accomplished and include a discussion of any anticipated impacts (use of pesticides, clearing of vegetation, off-trail work, mist-netting, etc.). Be concise but thorough in describing the various study/ collecting techniques to be used in the field and the equipment/material to be used (do not expect us to determine/ extract this from your reference material). If pesticides are to be used, indicate which ones and attach copies of the labels.

Flying and camping — Clearly specify if the activity requires camping in non-designated campsites and/ or using helicopters for access, as these activities require separate permissions. The names of all participants plus specific dates and locations are needed. The name of the helicopter vendor is needed in the case of a landing, and landing permits are not normally given out for weekends or Mondays. Be aware that both camping and access permits may be rejected – particularly in sensitive locations.

Validity — The project must be thoroughly justified. Studies/ research with direct management or conservation aspects are greatly encouraged, especially with critically endangered species. Research proposals should include any affiliations with research groups, educational institutions, or non-profit organization and how the organization is supporting the project, a summary of how

the research provides value to the State, how the results will benefit managing agencies or the public, a local contact for reference and safety purposes, and how participating personnel are all essential and qualified to work with the T&E species (include CV/resumes).