



State of Hawaii Educational Display (Live) Permit Application Instruction Form

General Instructions:

- Complete application as thoroughly as possible so as to permit full evaluation of the request and an expeditious issuance of the permit if warranted.
- Print clearly or type in the information on the application.
- Submit the original signed application for processing. Use blue or black ink. Faxes or copies of the original signature will not be accepted.
- Keep a copy of your completed application for your records.
- Plan ahead! Allow at least 90 days for your application to be processed.

Individual Applicant:

- Enter the complete name of the responsible individual who will be the permittee if the permit is issued. Enter personal information that identifies the applicant. **Fax number and email are not required if they are not available.**

Business, Corporation, Public Agency or Institution Applicants:

- Enter the complete name of the business, agency, or institution that will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in. Provide contact number(s) of the business.
- **Principal Officer** is the person in charge of the listed business, corporation, public agency, or institution. The principal officer is the person responsible for the application and any permitted activities. Often the principal officer is a Director or President. **Primary Contact** is the person at the business, corporation, public agency, or institution who will be most available to answer questions about the application or permitted activities. Often this is the preparer of the application.

Physical Address:

- A physical address is required for all applications.
- **Mailing address** is the address where communications from DOFAW should be mailed if different from the applicant's physical address.

State Permits:

- List the permit number(s) of your most current State permit(s) or the number of the most recent permit if none is currently valid.

Signature:

- In signing the application the applicant is bound to the statement of certification. This means that you certify that you have read and understand the rules and regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge.