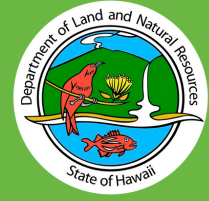


Create or Edit a User Account

DOFAW Special Activities Permits




Start your permit process by creating a User Account.

Each of the following permits and licenses will require the creation of a User Account:


- Invertebrate scientific, propagation, and educational permits
- T&E Plant collection, possession, transportation, propagation, and outplanting licenses
- Wildlife scientific, propagation, educational and rehabilitation permits
- NARS special-use permits

The purpose of the user account is to allow us to understand who our applicants are and ensure that we will be able to communicate with you, the applicant, not necessarily the principal permit holder, regarding your applications. You can edit any of these items at a future time.

Please note that we are currently in beta testing so some areas may change. Where changes are expected, you'll see them noted with the .

1. Tell us who you are

Please provide your **first name**, **last name**, your **title/position/role**, and **affiliation** such as the name of an organization that you are working for. If you are a researcher working under a Principal Investigator, you may want to identify them as well.

 At this time, we apologize that we are unable to accept special characters. Please enter what is closest to your desired spelling.

2. Create a login for the DOFAW Special Activities Permit system.

Please create a **username** with a minimum of 8 characters. Create a **password** between 8 and 16 characters with a minimum of one uppercase letter, one lowercase letter, and one number. Please do *not* include any special characters.

Create a **security question** of your choosing and come up with an **answer** for your question. If you happen to forget your username or password, you will be asked your security question and you will need to provide your answer to confirm your identity.

3. Provide your contact information

We ask for you to provide your **email address**, **phone number**, and **work mailing address**. We will not use your contact information for any purpose other than to contact you regarding an application submission or permit issued.

- We will always contact you by email first and, only if we are unable reach you, will we then attempt to reach you by phone.
- If we are unable to reach you by email or phone, we will use your mailing address to identify alternative means of contacting you or those you may work with regarding an application or permit. The box that follows will display your work mailing address as entered so that you may confirm it appears as desired.

4. Let us know what type of permits or licenses you are interested in applying for

Since we offer a variety of permits and licenses that cover a range of activities, this information will help us to more quickly identify who we may be communicating with and the types of applications that we may be processing for you. This information is optional.

5. Submit!

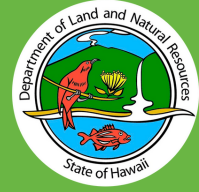
Click Submit to complete the setup of your User Account. Once created, you can create a permit/license application.

Need to edit your account information? No problem.

1. From the permit information page, click on the link to **Create an Application**.
2. Confirm that you are not a robot.
3. Login with your **username** and **password**.
4. Under **Permit Action**, select **Update Your Account Information**.
5. Click on the blue link **Update Your User Account Information**.
6. Make your revisions and **Submit**.

Submit an Application

DOFAW Special Activities Permits



Please note that we are currently in beta testing so some areas may change. Please send us your feedback to help us make improvements.

Start your application only after you have created a User Account.

There are no options to save partially completed applications so we highly recommend that you review all information required so that you are able to complete the application once started.

1. Log in to the Application portal.

Select 'I am not a Robot' to start.

Special Activity Permit Application

State of Hawaii
Department of Land and Natural Resources
Division of Forestry and Wildlife



*

I am not a Robot.
(required)

Enter the **username** and **password** that you created in the setup of your User Account.

If you forgot your username or your password, you will be prompted to enter the **email address** you used to setup your User Account and be asked to answer your **custom security question**. Enter your credentials as provided.

I am not a Robot.
(required)

Please Enter Your Username: (required)*

Forgot Your Username?

Yes

Please Enter Your Password: (required)*

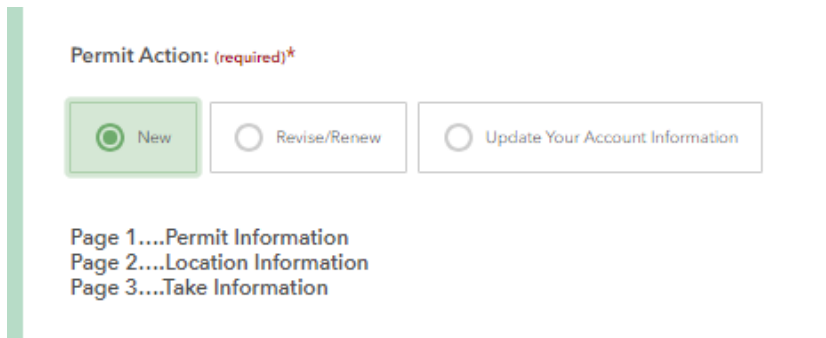
(The Password is Case Sensitive)

Forgot Your Password?

Yes

2. Start a new Application.

The Permit Action section will be visible after successfully confirming your credentials. Select **New** to start the application. There are three parts/pages to the application – permit information, location information and take information.



Permit Action: (required)*

New Revise/Renew Update Your Account Information

Page 1....Permit Information
Page 2....Location Information
Page 3....Take Information

- **Permit information** (page 1) will be where you provide the descriptive information regarding your proposed activity such as the nature of your activity, the types of prohibited activities that may be involved, who is participating, when, where, your means of transport, special considerations, justifications and supporting documents.
- **Location information** (page 2) is where you will identify activity locations and location-specific details for your proposed work. Maps and annotated photos can be uploaded here.
- **Take information** (page 3) is where we ask that you provide taxa information regarding any potential or proposed take/collection activities for plants or animals. For activities that do not involve any take, page 3 is not required.

3. Confirm the Primary Permit Holder.

By default, your contact information will be entered as that of the **Primary Permit Holder**. If you are applying on behalf of someone else, change the information to the person and organization that you wish to appear as the Primary Permit Holder. The Primary Permit Holder will be contacted as the main signatory for the permit/license and be the primary contact once the permit/license is issued. Fields required include their **first and last name**, **title**, **email address**, **phone number**, **affiliation**, and **work mailing address**.

All of these fields are required.

Primary Permit Holder Information (Edit if Necessary) ▼

Primary Permit Holder Name: (required)*

(Edit if Necessary)

Primary Permit Holder Title: (required)*

(Edit if Necessary)

Primary Permit Holder Email: (required)*

(Edit if Necessary)

Primary Permit Holder Phone: (required)*

(Edit if Necessary)

Primary Permit Holder Affiliation: (required)*

(Edit if Necessary)

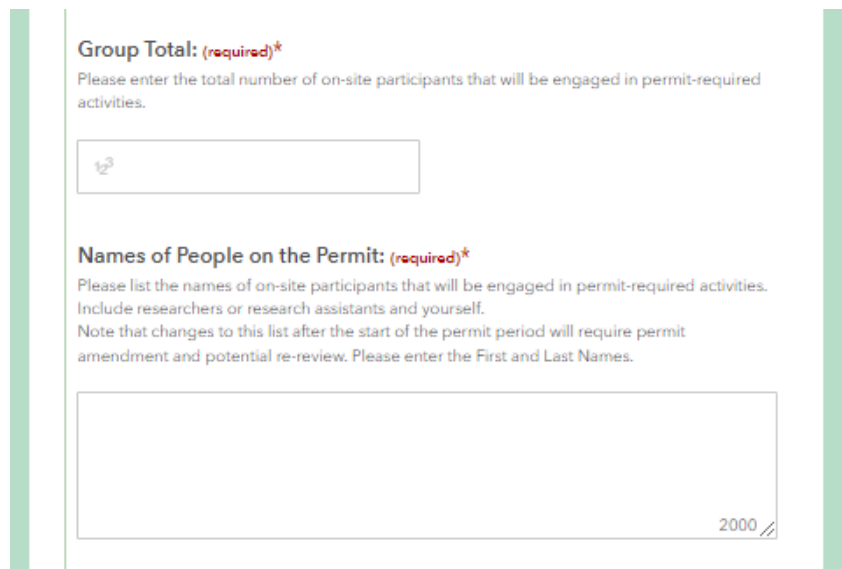
Primary Permit Holder Mailing Address: (required)*

(Edit if Necessary)

4. Provide participant information.

Please provide a **Group Total** or how many individuals will be engaged in your proposed activity. Please include the **Primary Permit Holder** in this count.

In addition, identify all individuals that you wish to be covered in addition to the Primary Permit Holder that will be responsible for conducting prohibited activities. Please enter these individuals under **Names of People on the Permit**. Individuals such as school children, contract workers, and the like, do not need to be listed by name but should be included in the **Group Total**. We advise you to you list each person with their first and last name, title, and affiliation for research work.



The screenshot shows a digital form with two main sections. The first section is titled "Group Total: (required)*" in red text. Below the title is a sub-instruction: "Please enter the total number of on-site participants that will be engaged in permit-required activities." A text input field contains the number "12". The second section is titled "Names of People on the Permit: (required)*" in red text. Below the title is a sub-instruction: "Please list the names of on-site participants that will be engaged in permit-required activities. Include researchers or research assistants and yourself. Note that changes to this list after the start of the permit period will require permit amendment and potential re-review. Please enter the First and Last Names." Below this is a large, empty text area for listing names. In the bottom right corner of this text area, the number "2000" is visible, likely indicating a character limit.

5. Select the Permit Type

Please select the appropriate **Permit Type** category for your request.

- **Research:** Any study involving any of the natural, cultural, historic resources or climate
- **Hiking or educational visitation:** School, work, nonprofit or other groups doing informal study.
- **Utilities Access:** Requests to access areas to perform maintenance, installation, or other work on utility infrastructure or the like.
- **Filming or Commercial Use:** Requests to access areas for filming, photography or other media production intended for wide distribution, either for commercial or educational use

- **Traditional and Customary Practice:** Any prohibited area access or the use or take of natural, cultural, historic resources for the purpose of traditional and customary practice.
- **Other:** If you are unsure, please select other and we will review your application to determine what is most appropriate.

Permit Type: (required)*
Please select One

<input type="radio"/> Research	<input type="radio"/> Hiking or educational visitation	<input type="radio"/> Utilities Access
<input type="radio"/> Filming or Commercial Use	<input type="radio"/> Traditional and Customary Practice	<input type="radio"/> Other

If you select Research as your permit type, please further specify if a category of protected species or the Natural Area Reserves are proposed as the subject of your study. It is possible that your research pertains to multiple selections in which case, please select that which is more critical to your research.

Permit Type: (required)*
Please select One

<input checked="" type="radio"/> Research	<input type="radio"/> Hiking or educational visitation	<input type="radio"/> Utilities Access
<input type="radio"/> Filming or Commercial Use	<input type="radio"/> Traditional and Customary Practice	<input type="radio"/> Other

Research Permit Type: (required)*
Please select the Primary Research Activity.

<input type="radio"/> Native Invertebrates	<input type="radio"/> Rare Plants	<input type="radio"/> NARS
<input type="radio"/> Protected Wildlife		

6. Record your Permit Number

A permit number will be generated and a DOFAW point of contact will be assigned based upon your selection. Please save this information in case you wish to contact us to inquire about your application. You will not be contacted until your application is under review which may be three or more weeks from the time that you submit your application.

Permit Number: (copy this for your files)
231003175336-UTIL

DOFAW Contact Person: Cara Oba
Email: cara.m.oba@hawaii.gov

7. Identify the prohibited activities involved in your proposed work.

Depending on your selection for the previous Permit Type, you will be asked to provide further details on the type of prohibited activities that may be part of your work. Please select all categories that apply as it will help to determine the type of review and signatories required. If no additional prohibited activities are involved, please select **None of These**. Clicking a box alternately selects and deselects that option.

For Hiking or educational visitation, Utilities Access, Filming or Commercial Use, Traditional and Customary Practice, and Other, there will be no selection made. Please select the appropriate box(es).

Activity will involve: (required)*

Please select All that apply

<input type="checkbox"/> Take of Native Plants	<input type="checkbox"/> Take of Native Invertebrates	<input type="checkbox"/> Take of Native Wildlife
<input type="checkbox"/> Install equipment or structures	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Damage / disturb cultural features
<input type="checkbox"/> Damage / disturb geological features	<input type="checkbox"/> Damage / disturb historical features	<input type="checkbox"/> Damage / disturb natural features
<input type="checkbox"/> None of These		

This is a required question.

If **Research - Rare Plants** was selected: Specify the purpose of your work under **Plant Activities**. Take of Native Plants will be selected by default in the section titled **Activity will involve**. Make changes as appropriate.

Plant Activities: (required)*

Please select All that apply

<input type="checkbox"/> TCP Harvest	<input type="checkbox"/> Survey	<input type="checkbox"/> Monitor
<input type="checkbox"/> Threat Control	<input type="checkbox"/> Propagule Collection	<input type="checkbox"/> Collect Sample
<input type="checkbox"/> Possess and Transport	<input type="checkbox"/> Seed Banking	<input type="checkbox"/> Micropropagation
<input type="checkbox"/> Nursery Propagation	<input type="checkbox"/> Outplanting	<input type="checkbox"/> Botanical Garden
<input type="checkbox"/> Living Collection		

Activity will involve: (required)*

Please select All that apply

<input checked="" type="checkbox"/> Take of Native Plants	<input type="checkbox"/> Take of Native Invertebrates	<input type="checkbox"/> Take of Native Wildlife
<input type="checkbox"/> Install equipment or structures	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Damage / disturb cultural features
<input type="checkbox"/> Damage / disturb geological features	<input type="checkbox"/> Damage / disturb historical features	<input type="checkbox"/> Damage / disturb natural features
<input type="checkbox"/> None of These		

If **Research - NARS** was selected: There are no default selections. If you are working with non-native species and take is involved, please select the corresponding category, and indicate what additional prohibited activities will be involved if any. If you are taking non-native species, you will be asked for additional details of that take.

Take of Non-Native Species?

Please select All that apply

<input type="checkbox"/> Take Of Non-Native Wildlife	<input type="checkbox"/> Take Of Game Species	<input type="checkbox"/> Take Of Non-Game Species
<input type="checkbox"/> Take of Non-Native Plants	<input type="checkbox"/> Take of Non-Native Invertebrates	

Activity will involve: (required)*

Please select All that apply

<input type="checkbox"/> Take of Native Plants	<input type="checkbox"/> Take of Native Invertebrates	<input type="checkbox"/> Take of Native Wildlife
<input type="checkbox"/> Install equipment or structures	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Damage / disturb cultural features
<input type="checkbox"/> Damage / disturb geological features	<input type="checkbox"/> Damage / disturb historical features	<input type="checkbox"/> Damage / disturb natural features
<input type="checkbox"/> None of These		

This is a required question.

If **Research - Protected Wildlife** was selected: Specify the purpose of your work under **Protected Wildlife Activities**. Take of Native Wildlife will be selected by default in the section titled **Activity will involve**. Make changes as appropriate.

Protected Wildlife Activities: (required)*
Please select All that apply

<input type="checkbox"/> Scientific Collection	<input type="checkbox"/> Educational Display	<input type="checkbox"/> Propagation
<input type="checkbox"/> Wildlife Rehabilitation	<input type="checkbox"/> Salvage	<input type="checkbox"/> Depredation

Activity will involve: (required)*
Please select All that apply

<input type="checkbox"/> Take of Native Plants	<input type="checkbox"/> Take of Native Invertebrates	<input checked="" type="checkbox"/> Take of Native Wildlife
<input type="checkbox"/> Install equipment or structures	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Damage / disturb cultural features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If **Research - Native Invertebrates** was selected: Take of Native Invertebrates will be selected by default.

Please select All that apply

<input type="checkbox"/> Take of Native Plants	<input checked="" type="checkbox"/> Take of Native Invertebrates	<input type="checkbox"/> Take of Native Wildlife
<input type="checkbox"/> Install equipment or structures	<input type="checkbox"/> Commercial Use	<input type="checkbox"/> Damage / disturb cultural features
<input type="checkbox"/> Damage / disturb geological features	<input type="checkbox"/> Damage / disturb historical features	<input type="checkbox"/> Damage / disturb natural features
<input type="checkbox"/> None of These		

8. Specify the regions for your work.

All regions selected will require review of your application.

Which regions are included in your activity? *(required)**

Please select All that apply

Kaua'i

O'ahu

Maui Nui (Maui,
Lāna'i, Moloka'i)

Hawai'i Island

State-Wide

Northwest
Hawaiian Islands

9. Describe your proposed activity.

In **Methods**, please describe in detail your proposed activities. This will provide the basis for what prohibited activities activity participants are permitted to do and demonstrate how well you have considered your activity. This may include details such as:

- where you intend to perform your activity, how you plan to get to your activity location, activity methods, timing, and duration,
- the materials and techniques to be used in the activity, abidance of regulations and best management practices,
- any expected or potential impacts to the plant, animal, other natural, cultural, geological, or historical resources and a discussion of mitigation measures, any expected or potential impacts to the community (ingress, traffic, noise, etc.) and mitigation measures,
- and any coordination with other organizations or agencies.

Note that there is a 3,000-character restriction. For longer descriptions or if you wish to reference additional media, please upload necessary attachments at the end of the page and make note of what you wish to reference in relation to this question within the provided text box.

Methods: (required)*

Be specific in listing techniques and include efforts that will be taken to minimize effects on the resource and/or area. For descriptions 3000 characters or greater, please upload your Methods as an attachment later in this form.

3000 //

Biosanitation Procedures for Equipment/Vehicles (required) *

Will you be bringing in materials, supplies, equipment, or vehicles? If so, please describe your biosanitation procedures and protocols. (Enter 'NA' if biosanitation is not necessary)

2000 //

This is a required question.

Incidental Take: (required) *

Will there be incidental take? Please describe. (Enter 'NA' if there will be no incidental take)

2000 //

This is a required question.

11. Provide the logistics of your activity.

- **Mode of Travel:** Identify how you intend to access the area and travel to specific activity locations.
- **Requested Start and End Dates:** Within what window of time do you intend to perform this activity? If you expect the completion of your activity to be greater than a year, please provide your expected completion date regardless of the annual renewal requirement for some of the permits.
- **Frequency and Duration:** Provide a rough estimate of how often will you be accessing each area and if you are planning any hours outside of daytime hours. This will help to determine access availability/scheduling, special arrangements, or special conditions.
- **Guidance of DOFAW Staff:** If you have contacted one of the branch offices and have made arrangements to be accompanied by someone from DOFAW, please provide us their name and provide any additional details explaining their role in your work.

Mode of travel to study/Activity site (required)*

Hiking/On foot Motor vehicle Helicopter

Requests for permits should be submitted, at minimum, 90 days prior to the expected start of field work to allow sufficient time for review and processing. Incomplete applications (including applications without maps when requested) may necessitate additional processing time.

Requested Start Date: (required)*
(Permits are valid up to one year. They will have to be renewed to continue for another year)

Requested End Date: (required)*

Describe expected frequency and duration of work:
When do you expect to visit each location? Please provide dates and approximate times if night-time access is required.

Will you be working under the guidance of DOFAW staff? (optional)
Please list their names.
(Enter 'NA' if you are not working with DOFAW staff)

- **Camping:** If you intend to camp for your activity, please detail your specific plans so staff can determine accessibility and suitability.
- **Aircraft:** If you intend to utilize aircraft for accessing the site, transporting materials, or anything related to your activity, please provide information on any identified landing zones, flight plans, etc. and specifics regarding to frequency of use and dates. Staff will work with you to coordinate and confirm the logistics only. You are responsible for making your own arrangements.
- **Firearms:** Specify the types of firearms, their purpose in your work/the context of their use, and your safety best practices.
- **Field Structures:** For installations of equipment to be left in the field, please detail the end-to-end process from transport to removal and all associated impact mitigation considerations. We encourage you to include location-specific information on the next page of the application.

Camping

Will your research/activity require camping or night work? If yes, please describe the specific locations, durations, and dates.

(Enter 'NA' if you are not Camping)

NA

2998

Aircraft

Will your research/activity involve the use of aircraft in any way? If yes, please describe specific locations, frequency of use, and dates.

(Enter 'NA' if you are not using Aircraft)

NA

998

Firearms

Will your research/activity involve the use of firearms? If yes, describe locations, frequency of use, safeguard to be employed, etc.

(Enter 'NA' if you are not using Firearms)

NA

1998

Field Structures

Will your research/activity require structures/equipment to be left in the field? If so, when will they be removed? Will the proposed special-use damage or threaten the integrity or condition of the natural, geological, or cultural resources in the study area?

(Enter 'NA' if you are not installing Structures)

NA

2998

12. Provide the justification for your activity.

Explain your activity in the contexts that you deem to be important as well as in relation to natural resource protection and management. If you are performing research work, please provide information as to whether there are existing studies, yours or that of others that are similar to what you are proposing. If there are other similar studies, please ensure your justification addresses the importance of this proposal in that context.

Justification: (required)*

Why is the proposed study/activity important?

3000

NARS Justification (required)*

If work is in a Natural Area Reserve, can it be done elsewhere? If so, justify use of NARS. Is your proposed special-use consistent with the purpose and objectives of the Natural Area Reserve System, and Natural Area Reserve management plans? Does your proposed special-use provide a benefit (direct or indirect) to the Natural Area Reserve System or to the individual Reserve(s)? Where applicable, does the activity comply with HRS Ch.105A, "Coastal Zone Management".

3000

Have any studies (in the case of research proposals) been made that are similar to the one proposed? (optional)

If yes, please cite them here.

Please mention whether you have conducted similar research in the past and upload any examples with this submission.

(Enter 'NA' if there are no citations)

3000

13. Share your intentions for the information generated.

Explain what you intend to do with the information gathered from the activity, in what format information may be shared with the public, what information will be shared with the Department of Land and Natural Resources, and the date on which such content generated from your activity might be shared.

How will the information learned be applied?

3000

Dissemination:

How will study/activity results be disseminated?

<input type="checkbox"/> Report to DLNR-DOFAW	<input type="checkbox"/> Technical Report	<input type="checkbox"/> Peer-Reviewed Publication
<input type="checkbox"/> Oral/Poster Publications	<input type="checkbox"/> Other	<input type="checkbox"/> None

What information will be made available to the Department of Land and Natural Resources? [\(optional\)](#)

Summary report of activities, including specimen collection spreadsheet, shapefiles (point data, tracks) of areas surveyed, and maps are required for Research permits.

2000

Report Date

What is the expected report date for your findings - in the case of research or commercial photographs?

MM/DD/YYYY ▼

14. Provide information on your permissions.

- Let us know if you have previously received a permit for activities permitted/licensed by DOFAW and what, if any, other permits, licenses, or approvals may be required for your activity. Your application only covers the permit or license for the following:
 - Invertebrate scientific, propagation, and educational permits.
 - T&E Plant collection, possession, transportation, propagation, and outplanting licenses.
 - Wildlife scientific, propagation, educational and rehabilitation permits.
 - NARS special-use permits.
- Obtaining additional permits are your responsibility.
- If you are a graduate student performing research work under an advisor, you will be required to provide evidence of this affiliation and their acknowledgement of your proposal.

Have you previously received a permit from the Division of Forestry and Wildlife? **(required)***

(Please select All That Apply)

Previously received a permit for the same or similar activity

Previously received a permit for a different activity

No previous permits from DOFAW

Will permits from other agencies be required for your study/activity? **(required)***

(Please select All That Apply. Please attach/upload copies of these permits.)

Applying for permit from the DOFAW Forest Reserves

Applying for Site Plan Approval from the Office of Conservation and Coastal Lands

Permit from the USFWS: Threatened and Endangered Species

Permit from the USFWS: Migratory Bird Treaty Act

Permit from the USGS Bird Banding Lab

Applying for permit from other agency

No other Agency permits are required

Graduate Work

Is this application part of any graduate studies? If so, please include the name and affiliation of the major professor/advisor and upload a copy of his/her signature.
(Enter 'NA' if this application is NOT part of any graduate studies)

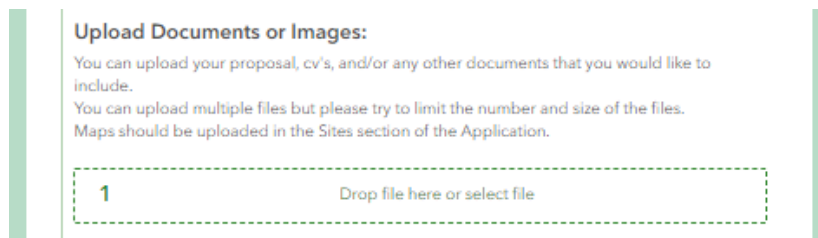
NA

15. Upload attachments

Upload any and all attachments that clarify your work. This may include items such as:

- more detailed descriptions of your methods or a more formal proposal, photos, and diagrams.
- reports from previous work.
- summarizing maps or diagrams (you will have an opportunity to upload maps on the next page).
- CVs for those working with threatened and endangered species, or signature from graduate professor/advisor.

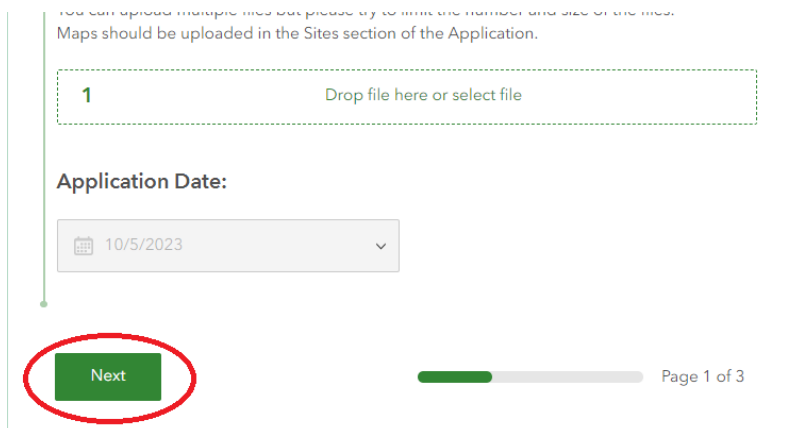
Note that there may be a limit to how many files you can upload at one time. If you are unable to upload all files, please complete the rest of the application, submit, and revise to upload additional files.



Upload Documents or Images:
You can upload your proposal, cv's, and/or any other documents that you would like to include.
You can upload multiple files but please try to limit the number and size of the files.
Maps should be uploaded in the Sites section of the Application.

1 Drop file here or select file

This marks the end of the first page of the application. Click **Next** to move to adding site details to your application.



You can upload multiple files but please try to limit the number and size of the files.
Maps should be uploaded in the Sites section of the Application.

1 Drop file here or select file

Application Date:
10/5/2023

Next

Page 1 of 3

16. Provide activity site details.

Select an **Island** from the dropdown and select a **Managed Area** if appropriate. The Island list will be filtered by the Regions you selected on page 1.

Permit Locations:
(Click the + icon to add another Location) ⁽¹⁾ ▼

🗑️ 1 ➕

Permit Number: 231005081142-UTIL

Please select an Island (required)*
(You must first select an Island before you can open the map. The map should open centered on the Island you select.)

-Please select- ▼

Select a State Managed Area: (optional)
(Please start typing in the Managed Area name to search for an area. Includes NARS, Forest Reserves, State Parks, etc. The map should center on the Managed Area you select.)

-Please select-

After selecting the Island, the map should center on that Island:

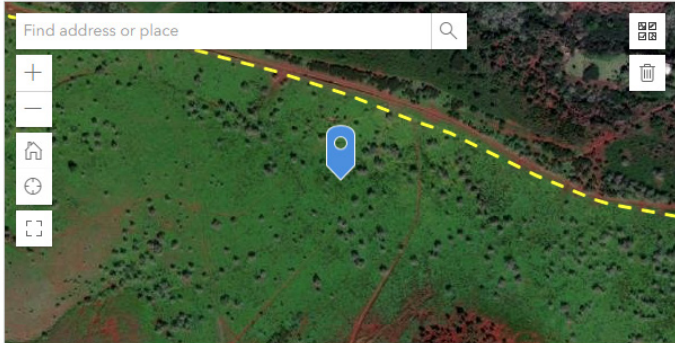
Please select an Island (required)*
(You must first select an Island before you can open the map. The map should open centered on the Island you select.)

Molokai ▼

Select a State Managed Area: (optional)
(Please start typing in the Managed Area name to search for an area. Includes NARS, Forest Reserves, State Parks, etc. The map should center on the Managed Area you select.)

-Please select- ▼

Please select Your Sampling Sites:
See Details for more information.
▶ Details



Resource Mapping Hawaii, Maxar | State Department of Land and Natural Resources, D... Powered by Esri

After selecting the Managed Area, the map should center on that Managed Area:

Please select an Island (required)*
(You must first select an Island before you can open the map. The map should open centered on the Island you select.)

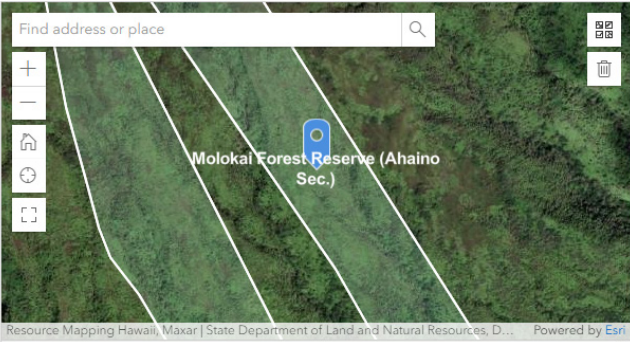
Molokai ▼

Select a State Managed Area: (optional)
(Please start typing in the Managed Area name to search for an area. Includes NARS, Forest Reserves, State Parks, etc. The map should center on the Managed Area you select.)

Molokai Forest Reserve (Ahaino Sec.) ▼

Please select Your Sampling Sites:
See Details for more information.

► Details



Resource Mapping Hawaii, Maxar | State Department of Land and Natural Resources, D... Powered by Esri

If you selected the 'State-Wide' Region, there will not be a map or an Island dropdown. Edit the Location Description as needed.

Location:

State Wide

Location Description (required)*
Please describe the site location as precisely as possible. Please describe the route you will take to access the site. Note: If the site location you are visiting requires a keyed access, a fully refundable cash deposit is required for each key. Contact your local district office for details.

Various sites around the Main Hawaiian Islands.....

1948

Upload Maps:
You can upload Maps and any other Location documents that you would like to include. You can upload multiple files but please try to limit the number and size of the files.

1 Drop file here or select file

If you select a Forest Reserve from the Managed Area dropdown, you will see a notification that you will need to get a separate permit from DOFAW Forestry:

This Area is Managed by:
DOFAW

**Access to and Research in Forest Reserves
Requires an Additional Forestry Permit**

Location:
Kahikinui Forest Reserve

If you select an area that is not a State Managed Area, you will see a notification like this:

This Area is Not part of the State Managed Areas
Access to Private or Military Areas must be obtained from the relevant
land owners and/or managers
If possible, an email from the private landowner should be sent to
DOFAW at: cara.m.oba@hawaii.gov citing the Permit Number of this
Application.

Location:
Maui

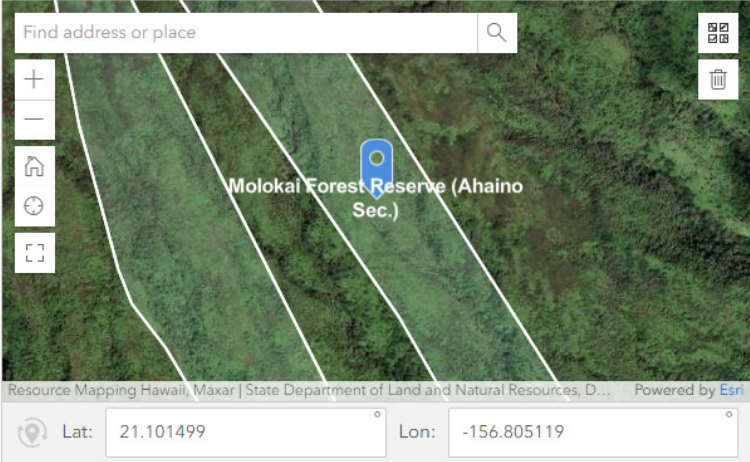
If you navigate to a different Island than the one you selected from the dropdown, you will see a warning.

**You selected the Island of Maui above but the point you placed is on
the Island of Molokai.
Please select a point on the Island that you selected above or change
the Island selected above.**

Wrong Island

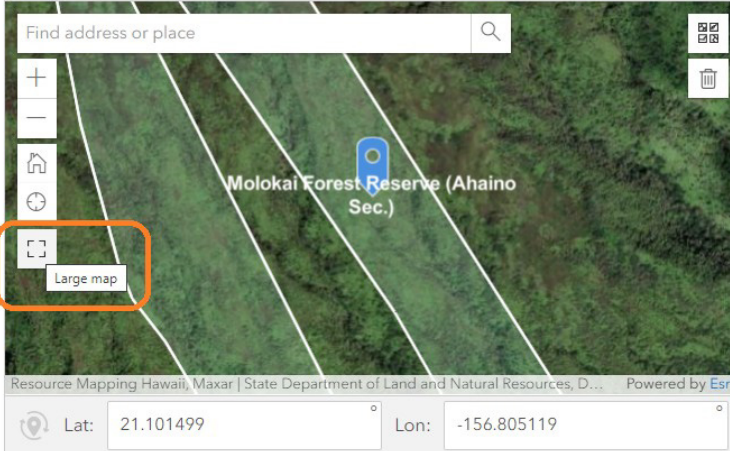
If an area you intend to work is not listed, you may enter your address or location name into the interactive map, enter a latitude and longitude, or use the map interaction to visually search for and place a location marker.

Please select Your Sampling Sites:
See Details for more information.
► Details



If you know the latitude and longitude (in decimal degrees), you can enter them in the appropriate fields under the map. In the larger map view, you can move to and place a point at your site location.

You can also navigate the map to a more accurate placement of the location marker. We recommend doing this if you know where precisely you intend to conduct your activity. To use the map interface as is, click and drag to move the map, use the +/- buttons to zoom in or out, and single-click on a location to move the marker to that point. Click on the **'Large map'** icon to make the map full screen and improved usability. Click and drag to move around the map, use a scroll wheel to zoom in and out, and click to move the marker.



Click the **X** to close the large map when you are done.



After you select your location, add details about your activity at that location under **Location Description**. Lastly, if you have any annotated maps associated with this location that you wish to share, upload them in the **Upload Maps** section.

The screenshot shows a form with three main sections. At the top is a 'Location' section with a text input field. Below that is the 'Location Description: (required)*' section, which includes a note: 'Please describe the location as precisely as possible. Note: If the location you are visiting requires a keyed access, a fully refundable cash deposit is required for each key. Contact your local district office for details.' This section has a large text area with a diagonal slash icon in the bottom right corner. The third section is 'Upload Maps:', which contains the text: 'You can upload Maps and any other Location documents that you would like to include. You can upload multiple files but please try to limit the number and size of the files.' Below this text is a dashed box containing the number '1' and the text 'Drop file here or select file'.

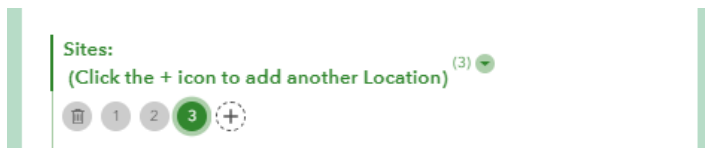
You can drag and drop files directly into the upload box or search for files on your computer:

This screenshot shows the 'Upload Maps:' section of the form. It includes the same explanatory text as the previous screenshot. A file named 'j.png' is being dragged into the upload area, which is highlighted in green. The file name 'j.png' and a '+ Copy' button are visible. Below the upload area, there is a red text instruction: 'Click the + icon to add another Location'. At the bottom of the form, there are 'Back' and 'Submit' buttons, a progress bar, and the text 'Page 2 of 2'.

You can upload multiple files but please try to limit the number and size of the files.


This screenshot shows the 'Upload Maps:' section with one file already uploaded. The file is named 'j.png' and is 1.2MB in size. To the right of the file name is a three-dot menu icon. Below the uploaded file is a dashed box containing the number '2' and the text 'Drop file here or select file'.

Follow the same process for each of your activity sites. Start by adding a site by clicking the + icon at the top of the page. Once added, click Next if you enter takes on the following page or click Submit if you do not have any takes (this completes your application). We recommend you write down your permit number in case you have questions before you click Submit.




17. Provide taxa details for the take of plants or animals.

When you get to the next page, you'll need to click:

 Add record to add a plant or animal record.

We will use Plants in this example.

Take: 231005085250-PLANT

Species of Interest:
(Click the + icon to add another Taxa) ⁽¹⁾ 

Count of Plants:
This is Not an Error.
This is Just a Reminder that You selected the Activity: **Take of Native Plants** so you are required to have at least one record of Plant Take.

Back Submit

Page 3 of 3

Click the Take Type - Plants to begin.

Please do not select a species or group of species more than once.

Please select a Take Type: **(required)**

 Plants

Click the + icon to add another taxa

Count of Plants:
This is Not an Error.
This is Just a Reminder that You selected the Activity: **Take of Native Plants** so you are required to have at least one record of Plant Take.

You will have a variety of optional filters to help narrow your selection. Select the category that is appropriate to your work.

Use the optional drop-down filters to narrow down the list of species or go directly to the Select Species drop-down list.

Select a Plants Class: [\(optional\)](#)

-Please select- ▼

Select a Plants Order: [\(optional\)](#)
(unfiltered)

-Please select- ▼

Select a Plants Family: [\(optional\)](#)
(unfiltered)

-Please select- ▼

Select a Plants Genus: [\(optional\)](#)
(unfiltered)

-Please select- ▼

Select multiple Plants Species:
(unfiltered)



-Please select- ▼

Number of Species in the List:

1370

Each dropdown will filter the other dropdown lists.

Species of Interest: (Click the + icon to add another Taxa) (1)

 **1** 

Select a Plants Class: [\(optional\)](#)

-Please select- ▼

Select a Plants Order: [\(optional\)](#)
(unfiltered)

-Please select- ▼

Select a Plants Family: [\(optional\)](#)
(unfiltered)

-Please select- ▼

- Liliopsida (Lilies, grasses, palms, orchids, and other monocots)
- Lycopodiopsida (Clubmosses, firmosses, spikemosses and quillworts)
- Magnoliopsida (Flowering plants (dicots))
- Polypodiopsida (Ferns)

After selecting a Family, you have the option to Use the Entire Family:

Select a Plants Class: [\(optional\)](#)

Magnoliopsida (Flowering plants (dico) ▼

Select a Plants Order: [\(optional\)](#)
(filtered by Class)

-Please select- ▼

Select a Plants Family: [\(optional\)](#)
(filtered by Class)

Asteraceae ▼

Do You Want to Use This Entire Plants Family?

Yes

After selecting a Genus, you have the option to Use the Entire Genus:

Select a Plants Family: [\(optional\)](#)
(filtered by Class)

Asteraceae ▼

Do You Want to Use This Entire Plants Family?

Yes

Select a Plants Genus: [\(optional\)](#)
(filtered by Family)

Hesperomannia ▼

Do You Want to Use This Entire Plants Genus?

Yes

In this example we chose to use the Entire Genus. Notice that the Requested Species box is now filled.

Do You Want to Use This Entire Plants Genus?

Yes

Number of species available to be selected.

Various Plants

Various Plants

Requested Species: (required)

Genus Hesperomannia

In this example, we chose individual species from the Species dropdown.

Select multiple Plants Species:
(filtered by Genus)

2 selected

Hesperomannia arborescens
 Hesperomannia lydgatei
 Hesperomannia oahuensis
 Hesperomannia sweezii

Various Plants

Requested Species: (required)

Species Hesperomannia arborescens,Hesperomannia lydgatei

In this example, we chose the Various Plants option.

various plants

Various Plants

Requested Species: (required)

Various Plants

Please select a Propagule Type

-Please select- ▼

Please select a Propagule Purpose

-Please select- ▼

When selecting the **Various Plants** or **Various Invertebrates** option, the Taxa Comments field becomes Required. Please enter some more details of what you will be doing:

Please select a Propagule Purpose

-Please select- ▼

Please Enter the Propagule Count:

12³

Taxa Comments: (required)*

Please list the locations of this take if you plan on taking different species at different locations.

2000

This is a required question.

Provide additional details as requested. Note that a species list will be generated based on your selections. Enter the **Number of Take** and **Taxa Comments** for your species list as needed in those respective boxes.

Plant ▼

Propagule Purpose

Propagation ▼

Various Plants

Various Plants

Requested Species:*
(Recalculate if changed. PLEASE DO NOT EDIT THIS TEXT)

Species *Metrosideros polymorpha* var. *glaberrima*, *Metrosideros polymorpha* var. *newellii*, *Metrosideros polymorpha* var. *polymorpha*

Number of Take:

12 |

Taxa Comments:

Select the Location or Locations where these taxa will be Taken. This list will be the list of Sites that you selected earlier.

Taxa Comments:
Please list the locations of this take if you plan on taking different species at different locations.

2000

Select all of the Locations where these Taxa will be Taken? (required)

-Please select- ▼

Hanawi Natural Area Reserve

Molokai

State-Wide

[add another taxa](#)

Back Submit

Page 3 of 3

Add additional takes as needed.

When you are finished, you can **Submit** the application form or go **Back** to edit or review the application.

Taxa Comments:
Please list the locations of this take if you plan on taking different species at different locations.

2000

Select all of the Locations where these Taxa will be Taken? *(required)*

2 selected

Click the + icon to add another taxa

Back

Submit

Progress bar

Page 3 of 3

Want to revise or renew your application?

1. From the permit information page, click on the link to **Create an Application**.
2. Confirm that you are not a robot.
3. Login with your **username** and **password**.
4. Under **Permit Action**, select **Revise/Renew**.
5. Scroll through the permit numbers of previously submitted applications and select which application you wish to revise or renew. Note that the date of initial submission is part of the Permit Number.
6. Make your revisions and **Submit**. This will notify DOFAW that your application is ready for review. We recommend that you notify your DOFAW POC of any renewal request or revision to an application that is under review if you are initiating the request.