

HOW TO APPLY FOR A:
NARS Special Use Permit
Native Invertebrate Research and Collecting Permit
Endangered Plant Research and Collecting Permit

GETTING STARTED

- In order to submit a permit application in our online portal, you must first create a login and password. Please note that this is different from your Hawaii.gov account.
- If you are applying to renew your permit, please have your report from the previous year to attach to your application.
- Once you are logged in, you can click the green “**New Application**” button, which will take you to the fillable permit form.
- Save frequently to ensure that your information is being retained. If your web browser is not up to date, you may experience problems saving the form. To test this, start an application, type in a few words, then save, exit the permit form, and re-open to see if the content was saved. Microsoft Edge is particularly problematic, so we suggest using a different web browser.

FILLING OUT THE APPLICATION FORM

- “**Select Permit Type**”
Click the appropriate box/es to indicate whether you are doing work with Invertebrates, Rare Plants, accessing NARS, or any combination of the three.
- “**Select Work Type**”
Click the appropriate boxes to indicate what your primary objective is:
 - Access and utility work
 - Hiking with a group larger than 10
 - Native Species (non-T/E)
 - Non-native Species
 - T/E Species
- “**Select Species**”
Type in a species (or order, family, genus, etc.) and press the blue magnifying glass icon. Check the boxes next to as many species as you wish to select and click the green “**Add to list**” button to add them to your application. IF you are doing biological sampling, but are unsure what species you might collect, please skip this section and indicate your sampling methods in question (6) “How is the study/activity to be accomplished? What methods will be used?” Please leave this section blank if your activity does not include work with specific invertebrate or plant species.

- **“My activities will involve”**

Check as many boxes as are applicable. Please leave blank if your activity does not include any of the following:

- Take of animal or plant life- this includes collecting vouchers and/or propagules
- Commercial Use
- Install equipment or structures
- Damage/disturb cultural features
- Damage/disturb geological features
- Damage/disturb historical features
- Damage/disturb natural features

- Add **“Specific study/activity location(s)”**

To add a location, click **“Select location(s)”**, type in a location and press the blue magnifying glass icon. Note that you may need to use diacritical marks. OR type the island name (e.g. “Maui”) and then browse through the list to select your desired locations. Check the boxes next to as many locations as you wish to select, and then click the green **“Update list”** button

- Once you save your application for the first time, PDF's of reports, maps, and other supporting documents can be attached at the bottom of the application form. Click the green button with the paperclip icon to select your attachments.
- Press the blue “Submit” button when you are ready to submit your application. Do not press submit until you have completely finished entering the information and have uploaded your attachments. Once you press submit you will no longer be able to edit your application.
- You will receive an auto-generated email response (OIMT.Infor.Do.Not.Reply@hawaii.gov) to inform you that your application has been submitted.
- If you do not receive an email confirming your submission, it is possible that your application was not submitted properly. Contact Cynthia King (Cynthia.b.king@hawaii.gov) in the event you need assistance with a submission.