



Aloha nō:

Mahalo for your interest in the Office of Hawaiian Affairs (OHA) Hawaiian Registry Program. The following items are needed to begin the ancestry verification process for new applicants. Once you have gathered the required documents, as listed below, please submit them to our office. Photocopies are acceptable.

USE THIS CHECKLIST as a guide while gathering all required documents.

Completed Hawaiian Registry (HR) Application Form:

- Each applicant must have their own completed HR form. Please fill in all fields and bubbles.
- Adult applicants must sign their own HR form
- For minors, the HR form must be signed by a parent or legal guardian
- When a legal guardian signs the HR form, guardianship documents must be submitted

Birth Certificate:

- State or government issued birth certificate for the applicant which reflects Hawaiian ancestry
- If the applicant's birth certificate does not reflect Hawaiian ancestry, include a birth certificate for a parent, grandparent, etc. as needed until a birth certificate reflects Hawaiian ancestry
- Please ensure the entire birth certificate is visible, legible, and has not been tampered with

Photo ID:

- State or government issued photo ID such as a driver's license, state ID, passport etc.
- For minors, a student ID or the ID of a parent or legal guardian is acceptable

Applicant Picture:

- This picture will be used on the Hawaiian Registry card
- The picture can be a digital image or a photograph

Adoptions:

If a legal adoption occurred, documentation to confirm Hawaiian ancestry comes from a biological parent is required. Adoption documentation may be requested from the court where the adoption took place. For adoptions that took place in Hawaii, documentation can be requested from the Hawaii Family Court. See the back of this checklist for Family Court contact information.

How to Submit the Application & Documents:

The Hawaiian Registry Application Form and documents may be submitted via mail, walk-in to any OHA office, or e-mail. Ensure the file size of e-mails do not exceed 6MB, otherwise it will be blocked. If needed, multiple e-mails may be sent with one or two documents attached to each e-mail.

Please contact us if there are any questions.

Mahalo,

Hawaiian Registry Staff

Office of Hawaiian Affairs
Hawaiian Registry Program
(808) 594-1888
hireg@oha.org
www.oha.org/registry

Submit items to the OHA Hawaiian Registry Program:

Office of Hawaiian Affairs
Hawaiian Registry Program
560 N. Nimitz Hwy Suite 200
Honolulu, HI 96817
E-mail: hireg@oha.org

To Obtain Documents:

Birth Certificates:

Hawaii State Department of Health
1250 Punchbowl Street, Room 103
Honolulu, HI 96813
Phone: (808) 586-4533
Website: <http://health.hawaii.gov/vitalrecords>

Other Documents:

Hawaii State Archives
Kekauluohi Building – Iolani Palace Grounds
Phone: (808) 586-0329
Website: <http://ags.hawaii.gov/archives>

**For birth certificates from other states, contact the vital records office in the state where the birth took place.

Adoption & Family Court Records:

For adoptions that took place in Hawaii, contact the Family Court Circuit where the adoption took place.

Oahu – First Circuit Kapolei Judiciary Complex 4675 Kapolei Parkway Kapolei HI 96707-3272 Phone: (808) 954-8145	Maui – Second Circuit Hoapili Hale 2145 Main Street Wailuku, HI 96793-1679 Phone: (808) 244-2770
Hawaii – Third Circuit Hale Kaulike 777 Kilauea Avenue Hilo, Hawaii 96720-4212 Phone: (808) 961-7670	Kauai – Fifth Circuit Puuhonua Kaulike Building 3790 Kaana Street Lihue, HI 96766 Phone: (808) 482-2350

The following are some documents that can be requested, they may be subject to fees:

- Letter of Non-Identifying Information of Racial Extraction of Biological Parents (LRE)
- Adoption Decree
- Pre-Adoption birth certificate

Generally, an LRE will be sufficient as it will report the adopted person’s biological ancestry and it is free to request. For more information visit the Hawaii Family Court website at: www.courts.state.hi/courts/family/family_courts

For adoptions that took place outside of Hawaii, contact the court where the adoption took place to inquire about obtaining adoption records.

For more information on the Hawaiian Registry Program please visit our website at www.oha.org/registry.

Renewals

To renew an expired Hawaiian Registry card, please complete a Hawaiian Registry Application Form and be sure to fill in the “Renewal/Replacement” bubble near the top of the form. It is recommended to resubmit the required documents because in some cases this may speed up the renewal process. Every renewal is subject to review to ensure that documentation on file meets current ancestry verification requirements. Since ancestry verification requirements change over time, it is possible that further documentation may be requested. The expired Hawaiian Registry card will not be renewed until documentation is provided to meet current ancestry verification requirements.