

## Instructions – Hawaiian Registry Program Form

These instructions break down each section and each part of the Hawaiian Registry Program (HRP) Form. Use these instructions while completing the HRP form to better understand what each question means.

### Applicant Information

All information in this section pertains to the applicant. There is only 1 applicant per HRP Form.

**New Applicant or Renewal bubbles** – If the applicant has previously registered with OHA’s Hawaiian Registry program and is renewing an expired Hawaiian Registry card, fill in the **Renewal** bubble. If this is the first time the applicant is registering with the Hawaiian Registry Program, fill in the **New Applicant** bubble.

**Legal Name** – Indicate the applicant’s current legal name. For applicants who have long names, it is acceptable to indicate the initials of the middle name. The full legal first name and last name are required.

**Other Names** – Provide any other names the applicant goes by or has used in the past. This includes maiden names, birth names, nicknames, previous legal names, previous married names, etc.

**Date of Birth** – Indicate the applicant’s date of birth. Please provide the month, day, and year of birth.

**Place of Birth** – Indicate the state the applicant was born in. For applicants born outside of the United States, please indicate the country the applicant was born in.

**Gender** – Fill in the gender of the applicant.

**Legally Adopted** – A legal adoption means there was a court case and a judge granted a petition to establish one or more people as the new legal/adoptive parent(s) of the applicant. If this occurred, please fill in the **Yes** bubble. Please be aware that adoption documentation is required in all adoption situations in order to verify Hawaiian ancestry through biological parents.

If a legal adoption did not occur, please fill in the **No** bubble. Cases relating to Legal Guardianship, Power of Attorney, or Hanai situations do not constitute a legal adoption and the **No** bubble should be filled in. If it is unknown if the applicant was legally adopted, please fill in the **Unknown** bubble but be prepared to provide an explanation for why the information is unknown.

**Are You Currently Applying to an OHA Program?** – OHA offers a variety of programs to its beneficiaries and some of the most utilized programs are our loans. OHA also sponsors scholarships each year. If the applicant is pursuing a Hawaiian Registry card due to an OHA-sponsored scholarship or OHA loan, please fill in the appropriate bubble. The Hawaiian Registry card is also utilized for other OHA events and by various non-profit organizations, such as Hawaiian Community Assets and Parents And Children Together (PACT). If the applicant is pursuing a Hawaiian Registry card for a specific program or event, please **write in** the name of the program or event on the line provided. If the applicant does not need the card for any particular program, please fill in the **None** bubble.

### Birth Father Information

Please provide information about the applicant's birth/biological father in this section. If information about the father is unknown, please indicate "UNKNOWN" on the Name line and continue on to the rest of the form. We advise you to refer to documentation in order to fill in as much information about the father as possible before indicating "UNKNOWN" for the entire section.

**Name** – Indicate the father's full name. If the father has a long name, it is acceptable to omit the middle name or indicate the middle initial(s) but the first and last names are required.

**Place of Birth** – Indicate the state the father was born in. If the father was born outside of the United States, please indicate the country the father was born in.

**Hawaiian Ancestry** – Fill in the appropriate bubble to indicate if the father is of Hawaiian ancestry or not.

**Legally Adopted** – Fill in the appropriate bubble to indicate if the father was legally adopted or not, or if the information is unknown. For more details, please refer to the **Legally Adopted** section under Applicant Information above.

### Birth Mother Information

Please provide information about the applicant's birth/biological mother in this section. If information about the mother is unknown, please indicate "UNKNOWN" on the Name line and continue on to the rest of the form. We advise you to refer to documentation in order to fill in as much information about the mother as possible before indicating "UNKNOWN" for the entire section.

**Name** – Indicate the mother's full current name or maiden name. If the mother has a long name, it is acceptable to omit the middle name or indicate the middle initial(s) but the first and last names are required.

**Place of Birth** – Indicate the state the mother was born in. If the mother was born outside of the United States, please indicate the country the mother was born in.

**Hawaiian Ancestry** – Fill in the appropriate bubble to indicate if the mother is of Hawaiian ancestry or not.

**Legally Adopted** – Fill in the appropriate bubble to indicate if the mother was legally adopted or not, or if the information is unknown. For more details, please refer to the **Legally Adopted** section under Applicant Information above.

### Relatives Registered With The Hawaiian Registry Program (Optional)

If there are any known relatives who have already had their ancestry verified by the Hawaiian Registry Program and has been issued a Hawaiian Registry card, please indicate their first and last names here. This field is optional and not required to move forward with the ancestry verification process, however, knowing relatives who are already registered with HRP helps us link family members together and may help streamline the ancestry verification process for the applicant.

Leave this section blank if there are no registered relatives.

## Applicant Contact Information

In this section, please provide the contact information for the applicant or the person responsible for the applicant. The address provided in this section is where all communication, including the Hawaiian Registry card, will be sent.

**Name of Contact Person** – For applicants 18 years of age or older, indicate the applicant’s name. For applicant’s who are under the age of 18, indicate the name of the parent or legal guardian who will receive mail correspondence regarding the applicant’s ancestry verification.

**Address** – Please provide the address (street address or PO Box) for the contact person. This address is where all mail regarding ancestry verification will be sent.

**Primary Phone Number** – List the phone number the contact person prefers to be contacted at.

**Alternate Phone Number** – List an alternate phone number for the contact person if applicable.

**E-Mail Address** – List an e-mail address that the contact person can be reached at.

## Signature

The HRP Form must be signed by an authorized person in order to complete the ancestry verification process.

**Signature** – Applicants who are 18 years of age or older must sign the HRP Form. In rare cases when an adult applicant has a legal representative to sign for them, court documentation must be submitted to confirm who is legally authorized to sign for the applicant.

For applicants who are under the age of 18, the HRP Form must be signed by a legal parent or guardian. If the HRP Form is signed by a legal guardian, court documentation must be submitted to confirm who the legal guardian is.

For foster situations, the child is under the custody of the Department of Human Services (DHS) and the HRP Form must be signed by the child’s social worker. In addition, a letter written on DHS letterhead must be submitted which confirms the child is under DHS custody. The letter must also include the child’s first and last name, the printed name of the social worker, and the social worker’s signature.

**Printed Name** – Print the name of the person who signed the HRP Form.

**Date** – List the date when the HRP Form was signed.

**Relationship To Applicant** – Indicate how the person who signed the HRP Form is related to the applicant. For example, “parent,” “mother,” “legal guardian” and so on. If the applicant signed the HRP Form, indicate “self” as the relationship.

## Opt-In (Optional)

Per Hawaii State law (HRS §10H-3), applicants who have their Hawaiian ancestry verified by the Hawaiian Registry Program may also be transferred onto the Native Hawaiian Roll Commission (NHRC) list when permission is given. The NHRC is a separate Hawaiian registry managed by an organization called Kana’iolowalu. If you wish to have the applicant’s name and contact information shared with Kana’iolowalu so that the applicant can be added onto the NHRC list, please initial on the line to grant permission. Initials must be provided by the person who signed the Hawaiian Registry Form. Once information is transferred to the NHRC, that information will be held and managed by Kana’iolowalu. For more information, visit [kanaiolowalu.org](http://kanaiolowalu.org). If you do not wish to have the applicant transferred onto the NHRC list, leave this section blank.

### **Consent to Use Information (Optional)**

Per OHA policy, information provided to HRP is held strictly confidential within HRP. Information will only be shared with other parts of OHA when permission is given. If you wish to have the information provided on the applicant's HRP Form shared internally with the rest of OHA, please initial on the line. Initials must be provided by the person who signed the Hawaiian Registry Form. If you do not wish to have the information provided on the applicant's HRP Form shared with the rest of OHA, leave this section blank.

Providing consent to share the applicant's information within OHA may result in the applicant being added to mailing and email lists. The applicant may receive communications about OHA events, OHA-sponsored programs, issues OHA is involved in, and so on. The applicant's information may also be used internally for statistical purposes meant to improve OHA business processes, research projects, etc.

Providing consent is limited to the information provided on the applicant's Hawaiian Registry Form. Documentation, such as birth certificates, ID's, etc. will not be shared and will be held strictly confidential within the HRP. No information or documentation will be shared with any outside, non-OHA, party.