



OFFICE HOURS: M, T, W, and F 8:00 am – 2:00 pm  
Thursdays 8:00am – 6:00pm  
EXCEPT HOLIDAYS  
PHONE: 587-3112  
[www.stateid.hawaii.gov](http://www.stateid.hawaii.gov) for form/instructions and  
see Hawaii Administrative Rules Chapter 5-22  
STATE ID CARD

REQUIREMENTS AND PROCEDURES  
(PLEASE READ COMPLETELY AND CAREFULLY)

1. COMPLETE APPLICATION ITEMS 1 THROUGH 9.
2. AN ORIGINAL SOCIAL SECURITY CARD IS REQUIRED OF ALL ELIGIBLE APPLICANTS.
3. PRESENT ALL DOCUMENTS REQUIRED, AS NOTED IN SECTIONS A THROUGH D BELOW.
4. ALL DOCUMENTS MUST BE CERTIFIED. ALTERED, DAMAGED, XEROXED OR ILLEGIBLE DOCUMENTS WILL NOT BE ACCEPTED.
5. APPLICANTS BETWEEN AGE 3 TO 13 YEARS OF AGE OR INCAPACITATED – PARENT/GUARDIAN SIGNATURE REQUIRED.  
*\*\*IF APPLICABLE, PROOF OF GUARDIANSHIP REQUIRED.*
6. NAMES MUST BE SPELLED THE SAME ON THE DOCUMENTS.
7. NO ALIAS NAMES WILL BE ALLOWED.
8. FEE: \$15.00 IN CASH OR \$10.00 IN CASH FOR THOSE AGES 65 AND OVER.

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SECTION A. UNITED STATES CITIZEN

1. ONE OF THE FOLLOWING:
  - A. BIRTH CERTIFICATE (CERTIFIED) – ISSUED BY HEALTH DEPT. OF THE STATE WHERE YOU WERE BORN.
  - B. CERTIFICATE FOR CHILD BORN ABROAD TO AMERICAN PARENT(S).
  - C. CERTIFICATE OF CITIZENSHIP OR NATURALIZATION (NEW CITIZEN).
  - D. UNITED STATES PASSPORT – VALID, **IF ISSUED IN LEGAL NAME** (COMPLETE SUPPLEMENTAL FORM-see staff)
2. SEE SECTION D BELOW FOR ADDITIONAL REQUIREMENTS.

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SECTION B. UNITED STATES NATIONAL

1. ONE OF THE FOLLOWING:
  - A. BIRTH CERTIFICATE WITH CERTIFICATE OF IDENTITY.
  - B. UNITED STATES PASSPORT - VALID
2. SEE SECTION D BELOW FOR ADDITIONAL REQUIREMENTS.

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SECTION C. NON UNITED STATES CITIZEN

1. ONE OF THE FOLLOWING: (WITH EMPLOYMENT AUTHORIZATION CARD IF AUTHORIZED TO WORK)
  - A. ALIEN RESIDENT CARD – ISSUED BY U.S. IMMIGRATION AND NATURALIZATION OFFICE.
  - B. FOREIGN PASSPORT – UNEXPIRED PASSPORT ISSUED BY YOUR COUNTRY WITH VALID VISA/I-94 CARD; FOREIGN STUDENTS ALSO NEED I-20/FORM DS-2019. LETTER FROM INS WITH INTERVIEW DATE FOR FILING FORM I-485.
  - C. I-94 – REFUGEE.
2. SEE SECTION D BELOW FOR ADDITIONAL REQUIREMENTS.

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SECTION D. REQUIRED ADDITIONAL SUPPLEMENTARY DOCUMENTS

1. MARRIAGE LICENSE/CERTIFICATE – ISSUED BY DEPT. OF HEALTH OF STATE WHERE YOU WERE MARRIED. CHURCH AND JUDGE CERTIFICATES WILL NOT BE ACCEPTED. IF MARRIED IN A FOREIGN COUNTRY-ENGLISH TRANSLATION.
2. DIVORCE DECREE/RESUMPTION OF FORMER NAME BY COURT.
3. DECREE OF LEGAL ADOPTION.
4. DECREE OF LEGAL CHANGE OF NAME.
5. MARRIAGE ANNULMENT.
6. SEX CHANGE – CERTIFIED DOCUMENT BY A PARTICIPATING DOCTOR (OR) CERTIFIED AMENDED BIRTH CERTIFICATE.

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WE RESERVE THE RIGHT TO REFUSE TO ISSUE AN ID CARD TO ANY PERSON WHO DOES NOT COMPLY WITH THESE REQUIREMENTS.

**WARNING!** GIVING FALSE INFORMATION IS PUNISHABLE BY A FINE OF \$500 AND/OR 6 MONTHS IN JAIL SENTENCE OR BOTH.