

ONLINE APPLICATION FOR A CIVIL UNION LICENSE

I. Click “Apply for License” under “Applicants” at the top menu to bring up the first page of the data entry screen.

II. Enter information

A. Partner A:

1. Name & Birth Information:

- First Name, Middle Name, Last Name: Enter full legal name; do not use abbreviations or initials.
- Suffix: Select from the drop-down list (e.g., Jr, Sr, I, II, etc.).
- SSN (Social Security Number): Enter as 9 digits (hyphens generated automatically).
- Date of Birth: Select month and day from the drop-down list; enter the year as 4 digits.
- Country of Birth: Select a country from the drop-down list.
- City of Birth: Enter the city of birth. If the country of birth is “United States”, select the city from the pop-up box that comes up when typing the city so that the state is auto-populated in the state field.
- State of Birth: If U.S., select from the drop-down list; or the state will be auto-populated when selecting the city from the pop-up box.

2. Residential Information:

- Country: Select the country from the drop-down list.
- Address 1, Address 2: Enter the street address in Address 1 and the apartment or suite number (if any) in Address 2.
- City, County: Enter the city and county. If the country is “United States”, select the city from the pop-up box that comes up when typing the city so that the county and state are auto-populated in the county and state fields.
- State: If U.S., select from the drop-down list; or the state will be auto-populated when selecting the city from the pop-up box.
- Province, Zip/Postal Code: Enter the province and zip/postal code.

Click “Save & Continue” at the bottom of the page.

3. Father Information:

- First Name, Middle Name, Last Name: Enter full name; do not use abbreviations or initials.
- Country of Birth, State of Birth: Select from the drop-down list.
- Living?: Select from the drop-down list.

4. Mother Information:

- First Name, Middle Name, Maiden Name (last name prior to first marriage): Enter full name; do not use abbreviations or initials.
- Country of Birth, State of Birth: Select from the drop-down list.
- Living?: Select from the drop-down list.

5. Supplementary Data:

- Is this your first marriage, other legally recognized union, or RBR?: Select “Yes” or “No” from the drop-down list.
- If “No” is selected, enter the following information:
 - Number of this marriage/other legally recognized union/RBR: Select from the drop-down list.
 - Last marriage/other legally recognized union/RBR ended by: Select – Divorce, Death, Dissolution, Annulment, or Termination – from the drop-down list.
 - Date ended: Select month and day from the drop-down list; enter the year as 4 digits.

- Place ended – country, county, state: Select country from the drop-down list, and enter the county. If the country is “United States”, select the county from the pop-up box that comes up when typing the county so that the state is auto-populated in the state field.
- Race: Enter race(s); separate multiple races by a comma.
- Occupation: Enter occupation. Be as specific as possible, such as police officer, bank teller, secretary, manager, etc.
- Education: Select from the drop-down list.
- Sex: Select from the drop-down list.

Click “Save & Continue” at the bottom of the page.

B. Partner B:

1. Name & Birth Information: See A.1. above.
2. Residential Information: See A.2. above. If Partner B’s residential address is the same as Partner A’s residential address, check the box.

Click “Save & Continue” at the bottom of the page.

3. Father Information: See A.3. above.
4. Mother Information: See A.4. above.
5. Supplementary Data: See A.5. above.

Click “Save & Continue” at the bottom of the page.

C. Ceremony Information:

1. **Date of Civil Union**: Select the month and day from the drop-down list; enter the year as 4 digits (if known). Note: The date of ceremony must be within 30 days of the license-issued date; otherwise, the license will be voided.
2. **Name of Performer (Officiant)**:
 - The performer must be licensed by the State of Hawaii; otherwise, your civil union will not be registered by the Department of Health.
 - Select an online performer from the drop-down list; or, if not found on the list, enter the name of your performer. Note: Only if your performer is online, your temporary civil union certificate will be available one business day after your performer completes the ceremony information online.
3. **Type of Ceremony**: Select – civil (judge) or religious - from the drop-down list.
4. **Island**: Select from the drop-down list.
5. **Place of Ceremony**: Enter actual place of ceremony (if known).
6. **Blood relationship**: Enter the blood relationship between the parties (this entry should be “None”).
7. **Do you want your names published in the newspaper or posted electronically?:** Defaulted to “no”.

D. Forwarding Address:

1. Get forwarding address from the residence address of Partner A or Partner B by selecting from the drop-down list, or
2. Enter new address:
 - Country: Select the country from the drop-down list.

- Address 1, Address 2: Enter the street address in Address 1 and the apartment or suite number (if any) in Address 2.
- City, State, County: Enter the city. If the country is “United States”, select the city from the pop-up box that comes up when typing the city so that the state and county are auto-populated in the state and county fields. If not U.S., enter the county.
- Province, Zip/Postal Code: Enter the province and zip/postal code.

E. Contact Information:

1. Home/cell phone number, work phone number: Enter these fields. Note: Home/cell phone number is a required field.
2. Email address: Enter an email address.

F. Declared Middle and Last Names after civil union:

1. Enter the declared middle and last names you will be using after the civil union. Place mouse over “?” for information on what you are able to select for your declared middle and last names.
2. Enter in the comments field, if necessary, explaining how you determined your declared middle and last names.

Click “Save &Continue” at the bottom of the page.

III. Confirm Your Information

- A. Check the information to make sure it is accurate. If you need to make changes, click the “Edit” button (red box) next to the section where changes are needed.
- B. Check the box at the bottom of the page, attesting that you read, understood and accept that the performer who performs the ceremony must be licensed by the State of Hawaii or your civil union will not be valid and will not be registered.
- C. Type your names in the boxes as your signatures.
- D. Click “Save & Continue”.

IV. Credit Card Payment

- A. Enter your name, phone number, email address and credit card information.
- B. Click “Continue”.

V. Confirm Payment

- A. Review the information.
- B. Click “Pay Now”.

VI. Payment Receipt

- A. Print receipt.
- B. Click “Continue”.

VII. Thank You Page: This page contains a list of licensed agents and important information on your Locator ID (also known as Authorization Code on your payment receipt), which is needed to access your temporary civil union certificate if your performer is online.

VIII. Temporary Certificate (available after one business day only if your performer completed the ceremony information online):

- A. Click “Check Status” under “Applicants” at the top menu to bring up the License Search page.
- B. Enter your Locator ID and the last name of Partner A or Partner B to bring up your Application information page.
- C. Click the “Temporary Certificate” button at the upper right (red box) to print your temporary civil union certificate (valid for 90 days).
- D. Agencies that are provided the temporary certificate and the Locator ID by the couple will be able to access a secure Department of Health website to determine that the civil union occurred.