

Permit to Acquire Firearms Information & Procedures

Wailuku (Main) Police Station only
Monday - Friday (excluding holidays)
8:00 am – 3:00 pm
(808) 244-6355

Basic application requirements:

- United States Citizen or Legal Permanent Resident Alien
- 21 years of age
- No felony-level convictions or misdemeanor crime of violence or sale of drugs convictions (in any state)
- Not restrained by a Temporary Restraining Order or Protective Order issued in any state

FIREARM APPLICATION PROCESS

Please bring the following documentation with you when applying. The application must be completed in-person at the Records Section of the Maui Police Department, Wailuku, Maui or at the Lana'i and Moloka'i police stations. Please review the following information carefully. Incomplete applications will not be processed.

Step 1 – All first time applicants, and renewals occurring on or after December 4th, 2016, bring with you:

- Valid government issued photo identification
- Hunter's education card or a handgun safety training course affidavit. (Handgun permits only)
- Cashier's check or money order for \$42.00 payable to the **Hawaii Criminal Justice Data Center**
- Birth Certificate *or*
- Proof of U.S citizenship if born outside the United States (valid US Passport, original Naturalization Certificate, or Consular Report of Birth Abroad)
- Valid Permanent Resident Card - Form I-551 (Green Card) if applicable.

Note: Applicants renewing subsequent to paying the fingerprint processing fee on or after December 4, 2016 will not be charged an addition processing fee.

Step 2 – To be completed in-person at the Wailuku, Lana'i or Moloka'i police stations:

- Firearms questionnaire form.
- Permit to acquire application.
 - If firearm to be acquired is a handgun(s) you must know what caliber, make, action and who you are purchasing from at time of application.
- Mental health waiver form.
- Juvenile firearms clearance waiver (if under 25 years of age).
- Fingerprint card and photograph.
- MPD State and National Criminal History Records Check Consent and Notification Form:

You will be provided with a copy of the FBI Privacy Act Statement, including an explanation of those rights, and an excerpt from CFR 28, §16.34 regarding your right and the procedure to change, correct, or update your identification records with the FBI CJIS Division. You must sign for receipt of this document at the time of application.

All forms are to be completed and signed in the presence of Maui Police Department Staff. Failure to complete any part of Steps 1 and 2 will constitute an incomplete application. Incomplete applications will not be processed.

Step 3 – Mandatory 14-20 day waiting period. During this waiting period the following checks are performed:

- Every person applying for a firearm acquisition permit will be the subject of a background check using the International Justice and Public Safety Network, including the United States Immigration and Customs Enforcement query, the National Instant Criminal Background Check System (NICS), the National Crime Information Center, and local police records before any determination to approve the permit can be made.
- After all verifying documents are gathered, forms are completed, and any necessary fingerprinting/photographing is completed, you will be provided with your pending permit number and the earliest date that you may pick up your

approved permit. Please call the number listed on your pending permit slip to verify that your permit is approved before coming in to pick it up.

- Once your permit is approved, you must pick it up in person at the Maui Police Department Records Section (or Lana'i or Moloka'i police stations). Permits are not mailed, faxed or released to anyone other than the applicant. Permits not picked up by the 14th day after clearance, will be voided. Applicants will need to reapply and another mandatory 14-day waiting period will be applied, so please plan accordingly.
- Upon issuance, long gun (rifle/shotgun) permits will be valid for one year. Handgun permits are valid for ten (10) days and only for the specific transaction identified on the permit. Any expired permits in your possession should be turned in to MPD staff as soon as possible.

Firearms registrations:

- [Reference Hawaii Revised Statutes §134-3, §846-2.7](#)

Registrations are done between the hours of **8:00 am to 3:00 pm** (closed between 12:00pm and 1:00pm) at Wailuku Police Station. Please contact Lana'i and Moloka'i police stations for specific times.

Basic Requirements for All Registration Transactions:

- Proof of U.S citizenship; U.S. birth certificate, or if born outside of the United States, a valid US Passport, or your original Naturalization Certificate.
- If not a US citizen, proof of permanent residency (a valid permanent resident card).
- 21 years of age – valid picture I.D.
- No felony-level convictions or crime of violence convictions (in any state).
- Every person registering a firearm in Maui County acquired outside of Hawaii must be fingerprinted and photographed once if registering on or after December 4, 2016. Subsequent out of state registrations in Maui County by the same person will not require a further processing fee.
- The fingerprint fee is \$42.00, cashier's check or money order only, payable to Hawaii Criminal Justice Data Center. Please bring this fee with you at the time of registration.
- Every person registering a firearm acquired outside of Hawaii will be the subject of a background check using the International Justice and Public Safety Network, including the United States Immigration and Customs Enforcement query, the National Instant Criminal Background Check System (NICS), the National Crime Information Center, and local police records before any determination to register the firearm is made.

Firearms Acquired in Hawaii

- All firearms acquired in Hawaii are to be registered at the Maui Police Department Records Section within five (5) days of acquisition. Firearms **must be unloaded** and transported and brought into the building in an "enclosed container" (a rigidly constructed receptacle or a commercially manufactured gun case or the equivalent thereof that completely encloses the firearm).
- Firearm transfers between private persons shall be done at the Maui Police Department Records section. Both the current firearm registered owner and the person acquiring the firearm must be present at time of transfer. Current owner should bring his/her firearm registration with them for the transfer so that it may be stamped as "transferred" and retained for their records.

Firearms Brought into Hawaii

- All non-prohibited firearms brought into the state must be registered at the Maui Police Department Records Section within (5) days of entering the state. This includes any black powder firearms brought into Hawaii.
- Please bring your valid photo ID and proof of U.S. citizenship or valid permanent resident card.
- Firearms must be unloaded, transported, and brought into the Department in an "enclosed container" (a rigidly constructed receptacle or a commercially manufactured gun case or the equivalent thereof that completely encloses the firearm).
- Non-Transferable registrations for not more than ten (10) firearms may be issued to Non-resident aliens, valid for a continuous period not to exceed ninety days; provided that the person possesses:
 - A valid Hawaii hunting license procured under chapter 183D, part II, or a commercial or private shooting preserve permit issued pursuant to section 183D-34; **AND**
 - A written document indicating the person has been invited to the State to shoot on private land; OR
 - Written notification from a firing range or target shooting business indicating that the person will actually engage in target shooting. Any firearms registered in this manner must be used solely for the purpose of the specified competition or event. (All info above courtesy of <http://www.honoluluupd.org/>)