

HAWAI'I POLICE DEPARTMENT
Application for Verification to Administer Firearms Course

The undersigned hereby requests verification to administer the firearms course and tests required by Hawai'i Revised Statutes ("HRS") §§ 134-2 and 134-9 and Subchapter 3, §§ 1-3-1 and 1-3-2 of the Rules of the Chief of Police (2025). I fully understand that HPD verification of my application does not constitute an endorsement by HPD of my services; that I am responsible for ensuring that the firearms course satisfies the requirements of HRS §§ 134-2 and 134-9 and Subchapter 3, §§ 1-3-1 and 1-3-2 of the Rules of the Chief of Police (2025) and all other laws; and that this verification shall expire two years from the date of issuance.

Check **one** box: ☐ LTC Instructor Application ☐ Basic Pistol for Permit to Acquire ☐ Both

Name _____
Last First Middle

Alias(es), Nickname(s), and/or Maiden Name

Home Address _____ Phone _____
Include Apartment #, Zip Code Include Area Code

Business Name _____

Business Address _____ Phone _____
Include Apartment #, Zip Code Include Area Code

Occupation _____

Date of Birth _____ Place of Birth _____ U.S. Citizen YES ☐ NO ☐

U.S. Passport/Naturalization No. _____ Social Security No. _____
(If Born Outside of USA)

COFA MIGRANT: ☐ ADMISSION I-94 RECORD # _____ (11 CHARACTERS) (ATTACH COPY OF MOST RECENT I-94)

Race _____ Hair _____ Eyes _____ Height _____ Weight _____ Age _____ Build _____

Email Address _____

List all firearm instructor certifications (attach copies of certificates; attach additional pages if necessary)

Organization (e.g., NRA, include membership #), Name of Course, and Course Length	Year Completed	Expiration of Certification	In person or online
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HAWAII POLICE DEPARTMENT
Application for Verification to Administer Firearms Course

SECTION 1 (HANDGUN SAFETY)

1.
Initial I certify, under penalty of perjury, that the course will provide a minimum of at least two hours of firing training at a firing range and at least four hours of classroom instruction.

2.
Initial I certify, under penalty of perjury, that the course will cover the following topics, and that I have current and detailed knowledge on each topic: The safe use, handling, and storage of firearms, firearm safety in the home, and education on the firearm laws of the County of Hawai'i and the State of Hawai'i.

3.
Initial I certify, under penalty of perjury, that the required component of the training on mental health and suicide prevention will be taught through one or more of the following options. **(Select one or more of the following options):**
 - a. I will conduct this portion of the training and attached is evidence of my education and experience in this field.
 - b. A physician, psychologist, social worker, or other health care professional licensed in Hawai'i and with training and experience in these issues will conduct this portion of the training and attached is the name, contact information, and qualifications of the person conducting each of these portions.
 - c. One or more video(s), pamphlet(s), flyer(s), handout(s), etc., will be used to conduct this portion of the training and attached is information on each video(s), pamphlet(s), flyer(s), handout(s), etc., that will be used.

4.
Initial I certify, under penalty of perjury, that the required component of the training on domestic violence issues associated with firearms and firearm violence will be taught through one or more of the following options. **(Select one or more of the following options):**
 - a. I will conduct this portion of the training and attached is evidence of my education and experience in this field.
 - b. An individual with training and experience in domestic violence issues will conduct this portion of the training, and attached is the name, contact information, and qualifications of the person conducting this portion.
 - c. One or more video(s), pamphlet(s), flyer(s), handout(s), etc., will be used to conduct this portion of the training and attached is information on each video(s), pamphlet(s), flyer(s), handout(s), etc., that will be used.

5.
Initial I certify, under penalty of perjury, that all required information from the course will be provided on a signed affidavit, including my name, address, and phone number, attesting to the successful completion of the course by the applicant. I acknowledge that I will not submit an affidavit with my own signature as an instructor to certify myself.

HAWAI'I POLICE DEPARTMENT
Application for Verification to Administer Firearms Course

6. _____ I certify, under penalty of perjury, that I have not previously been convicted of any
Initial criminal offense involving dishonesty or fraud, and that I have not previously been
found liable in any civil court for any act involving dishonesty or fraud.
7. _____ I certify, under penalty of perjury, that I am not legally prohibited from possessing
Initial or handling firearms.

SECTION 2 (LICENSE TO CARRY)

8. _____ I certify, under penalty of perjury, that the course will provide a minimum
Initial of at least four hours of classroom instruction, provided that one combined course,
with a minimum of four hours of instruction, will satisfy the requirements for
Handgun Safety and a License to Carry. This combined course shall include all
topics required for Permits to Acquire. (Section 1, item 2) and Licenses to Carry
(Section 2, item 9).
9. _____ I certify, under penalty of perjury, that the course will cover the following topics, and
Initial that I have current and detailed knowledge on each topic: firearm safety, firearm
handling, shooting technique, safe storage, legal methods to transport firearms and
secure firearms in vehicles, laws governing places in which persons are prohibited
from carrying a firearm, firearm usage in low-light situations, and situational
awareness and conflict management.
10. _____ I certify, under penalty of perjury, that the required component regarding laws
Initial governing firearms, including chapters 134 and 703, HRS, and all other laws in
Hawai'i regarding circumstances in which deadly force may be used for self-
defense or the defense of another, will be taught through one or more of the
following options. I will conduct this portion of the training and attached is evidence
of my education and experience in this field.
11. _____ I certify, under penalty of perjury, that the course will include a component on
Initial mental health and mental health resources.
12. _____ I certify, under penalty of perjury, that I have not previously been convicted of any
Initial criminal offense involving dishonesty or fraud, and that I have not previously been
found liable in any civil court for any act involving dishonesty or fraud.
13. _____ I have attached a copy of the written examination to be used, and this written
Initial examination satisfies Subchapter 3, §§ 1-3-1 and 1-3-2 of the Rules of the Chief of
Police.

I declare, under penalty of perjury, that all of the information above is correct and that all of the attachments are true and correct copies, or original documents, demonstrating my qualifications to administer the firearms course and tests required by HRS §§ 134-2 and 134-9 and Subchapter 3, §§ 1-3-1 and 1-3-2 of the Rules of the Chief of Police (2025), and that there is no legal impediment to my serving as an instructor.

Applicant's Signature _____ Date _____

HAWAI'I POLICE DEPARTMENT
Application for Verification to Administer Firearms Course

Subscribed and Sworn to before me this _____ day
of _____, _____.

(Print & Sign)

Notary Public, _____ Circuit

State of _____

My commission expires: _____

NOTARY CERTIFICATION

Doc. Date: _____ No. of Pages: ____	
Notary Name: _____	
Doc. Description: Certification Affidavit by Firearms Instructor for License to Carry Application of:	
Notary Signature	Date

FOR OFFICIAL USE ONLY

Instructor No. _____

Valid Dates _____

	Initials	Date
Investigation By:	_____	_____
Reviewed By:	_____	_____
Issued By:	_____	_____

☐ APPROVED ☐ DENIED

