Educational opportunities await you and your ‘ohana...

Princess Bernice Pauahi Bishop’s vision was to help Hawaiians become good and industrious men and women through education. In keeping with Pauahi’s wishes, Kamehameha Schools (KS) gives preference to applicants of Hawaiian ancestry to the extent permitted by law.

To be considered under the preference policy, you must verify your Hawaiian ancestry by registering with the KS Ho’oulu Hawaiian Data Center (Data Center).

Once your ancestry is verified, you will be considered under the preference policy when applying for KS programs without ever having to verify your ancestry again.

KS programs awaiting you include:

- Preschool programs and scholarships
- Kindergarten through 12th grade
- Summer school
- Summer enrichment
- Financial aid
- Post-high school scholarships

Help Princess Pauahi’s vision become a reality by embracing these educational opportunities for you and your ‘ohana—verify your Hawaiian ancestry today!

Verification process

- Be sure to respond to Data Center requests for documentation or information promptly, especially if applying to a KS program. Applicants who do not complete the verification process in a timely manner will not be considered under Kamehameha Schools’ policy which gives preference to applicants of Hawaiian ancestry to the extent permitted by law.

- You will receive a verification letter from the Data Center upon completion of the verification process. The letter acknowledges that the Hawaiian ancestry for the named applicant has been verified by the Data Center in accordance with its procedures. This information will remain on file with the Data Center for us to access any time you apply for a KS program. Please keep the letter on hand for future reference.

- Keep us informed of changes to your contact information, even after you’ve completed the verification process so that we can keep our database current.

KS students and alumni

Current KS students and alumni must verify their Hawaiian ancestry with the Data Center if they wish to receive preference in accordance with KS’ policy for future programs to which they may apply. Our verification procedures and standards may have changed since the time that the student or graduate was enrolled at KS.

Privacy Notice

Information provided to Kamehameha Schools through the verification process (including the Hawaiian ancestry registry form, accompanying documents, and written or verbal statements) is held strictly confidential and is not shared with outside parties. Our database is accessible only by Data Center personnel—it is not accessible via the Internet.

V.337AA
Important Reminders

Completing the HAR form

- Please read and follow all instructions before filling out the HAR form. HAR forms which are improperly completed will be subject to processing delays. Detailed instructions can be found on the back of the HAR form as well as on pages 3–6 of this guidebook.

- It is very important to submit the HAR form with an appropriate signature. Processing will be delayed for forms which are improperly signed. See page 4 for specific signature requirements.

- To minimize processing delays, fill out the entire HAR form. Unless otherwise indicated, all family information is required, including information for non-Hawaiian family members. See page 5 for instructions on completing the HAR form if information is unknown.

- For all family members, provide names given at birth in the area indicated (next to the circled numbers). Other names, including married names, should be listed in the designated area. See page 5 for requirements if a legal name change is involved.

Multiple applicants/siblings

- A complete HAR form is required for each applicant. Data Center staff cannot transfer information from another HAR form on your behalf.

- HHDC will use parent and grandparent documents already on file from siblings and other relatives with proper permission. See page 3 “Names of siblings and KS or Ho’oulu Hawaiian Data Center-registered relatives” for instructions.

Required documents

- Certified copies of original documents (birth certificates, court documents, etc.) must be submitted. Photocopies cannot be accepted. See page 7 for more information.

- Allow ample time to obtain required documents. Some agencies may require at least 4–6 weeks for a document to be issued.

- The applicant’s birth certificate is always required, including when parent and grandparent birth certificates are obtained from a sibling file. See page 7–9 for documentation requirements.

- Preschool applicants: Photocopies of birth certificates submitted to the Admissions Department with preschool applications are not forwarded to the Data Center and would not be acceptable since we require certified copies of documents.

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Three Steps to Applying for Hawaiian Ancestry Verification

Step 1 Complete a Hawaiian Ancestry Registry (HAR) form for each person wishing to verify ancestry.

Step 2 Gather birth certificates and other required documents to support the information provided on each HAR form.

Step 3 Mail or bring the HAR form and required documents to the Data Center or one of our community drop-off locations. Once the information is received, we will begin the Hawaiian ancestry verification process.

Some important things to remember:

- Submitting your HAR form and documents to the Data Center does not mean that your Hawaiian ancestry is verified. We will contact you to let you know that your form is complete, or to request additional documents.

- The time it takes the Data Center to complete each verification can vary. Please feel free to call if you have not heard from us within four weeks of submitting your application.

- Parents of newborns can verify the Hawaiian ancestry of their children any time after birth.

- You can verify your Hawaiian ancestry at any time during the year—you don’t have to wait until the enrollment period for a KS program.

- You only have to verify your Hawaiian ancestry ONCE to be considered under KS’ preference policy when applying for KS programs. However, we reserve the right to review ancestry status at any time if new information becomes available.

Information Resources

State of Hawai‘i Archives
Iolani Palace Grounds, Kakākuiuhi Bldg.
Honolulu, HI 96813
(808) 586-0329
To obtain historical documents, including marriage documents, name change documents, and birth records. The Data Center will only accept photocopies of documents if certified by the State Historian.

State of Hawai‘i Bureau of Conveyances
1151 Punchbowl St.
Honolulu, HI 96813
(808) 587-0148
To obtain land titles and related documents, and name change documents.

Hawai‘i State Library, Main Branch
478 S. King Street
Honolulu, HI 96813
(808) 586-3535
To access microfilm copies of vital records, old newspapers (which contain birth and death notices), and census documents. The Data Center does not accept microfilm copies, but this is a valuable resource to help you in your search for certified documents.

Web Resources

Hawai‘i State Department of Health
http://www.hawaii.gov/health/vital-records/

Hawai‘i State Family Courts
http://www.courts.state.hi.us/index.jsp

National Center for State Courts
For a listing of family court Web sites in states other than Hawai‘i
http://www.ncsconline.org/index.html

Adoption.com
A resource for adoption information, including state-by-state availability of adoption records
http://www.adoption.com

National Center for Health Statistics
A resource to help you obtain vital records for events that occurred outside of Hawai‘i
http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm

LDS Family History Center
Free family history, family tree and genealogy records
http://www.familysearch.org

American Association of Blood Banks
A resource for DNA testing
http://www.aabb.org/Content/accreditation/Parentage_Testing_Accreditation_Program/AABB_Accredited_Parentage_Testing_Laboratories/aboutptlabs.htm
For more information
If you have questions about the paternity affidavit process, visit the Hawai’i State Judiciary Web site at: http://www.courts.state.hi.us/index.jsp or contact the department directly at (808) 539-4424. This information was current at the time of printing but is subject to change by the Family Court and/or Department of Health without our knowledge.

Obtaining mainland documents
Contact the vital records office of the state in which the birth occurred for more information. State-by-state contact information can be found at: http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm. You may also contact the family court of the state in which the birth occurred. Visit the National Center for State Courts Web site at: http://www.ncsc online.org/index.html for contact information.

Family court locations and contact information

Hawai’i Island
Family Court, Third Circuit
Adoption Records
345 Kekīnao’a Street, Room 40
Hilo, HI 96720–4388
Phone: (808) 934-5777

Kaua’i
Family Court, Fifth Circuit
Adoption Records
3970 Kā‘ana Street #A203
Lihue, HI 96766
Phone: (808) 482-2350

Maui, Moloka’i, and Lāna’i
Family Court, Second Circuit
Adoption Records
2145 Main Street, Suite 226
Waikapu, HI 96793–1679
Phone: (808) 244-2770

O’ahu
Family Court, First Circuit
Court Management Services
777 Punchbowl Street
Kāhahumanu Hale, Room 2027 (2nd Floor)
Honolulu, HI 96813
Phone: (808) 539-4424

Completing the Hawaiian Ancestry Registry (HAR) Form

Front page information

Applicant information
The following instructions are written for an adult applicant. If you are a parent or legal guardian completing the form for a child, the words YOU and YOUR refer to the child applicant.

Name
Enter your current legal name. If your name has been legally changed (e.g. by legal adoption or an administrative court order), enter your new name. If you are married, enter your declared married name. Do not use nicknames or names given upon baptism. We encourage you to use the same name when filling out forms for KS programs to expedite the application process. An applicant whose name is different from his or her birth name (due to a marriage or name change) must submit a marriage certificate or legal name change documentation so that we can confirm that the different names refer to the same person.

Social Security number
Providing your social security number is not required, but is highly recommended to minimize processing delays caused by applicants with similar names.

Names of siblings and KS or Ho’oulu Hawaiian Data Center-registered relatives
Please supply the names of siblings and other blood relatives whose KS files may be a source of documents for shared ancestors. List those who are current or past KS students (include year of graduation and campus); those registered with the Data Center [include Data Center ID number if available]; and those who are concurrently registering with the Data Center.

If your file requires documents from a relative’s HAR form for which you are not an authorized signer, please submit a letter which gives you permission to access the documents. The letter must be signed by (1) the applicant of the source HAR form if he or she is 18 years of age or older, or (2) the parent or legal guardian of the minor applicant of the source HAR form. While we will do our best to locate documents submitted to us in the past, please be aware that if they cannot be located or are of poor quality, you will be asked to provide the original documents again.

Contact information

Attention line and address
Adult applicants should enter their name and address here. Otherwise, please provide the name and address of the parent or legal guardian with whom the minor applicant resides.

Phone number and e-mail address
In addition to mailed notifications, we may call or e-mail you to expedite processing if we have questions about information you provided. Your contact information will not be used for any other purpose and will not be shared with anyone outside of KS.

Please notify us if your contact information changes. Your verification cannot be completed if we cannot reach you to clear an outstanding issue.
Signature
The HAR form must be signed by the applicant if he or she is 18 years of age or older, or a parent or legal guardian if the applicant is under 18 years of age. In some cases, supporting documents may be required to confirm the relationship between the applicant and the person who signed the HAR form.

Signatures accepted
The table below offers further signature guidelines involving minor applicants.

<table>
<thead>
<tr>
<th>Signature accepted</th>
<th>Additional documents required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth parent whose legal custody has not been surrendered</td>
<td>None</td>
</tr>
<tr>
<td>(due to adoption) or revoked (via court action)</td>
<td></td>
</tr>
<tr>
<td>Parent via adoption</td>
<td>Legal adoption document identifying adoptive parent(s) or post-adoption birth certificate</td>
</tr>
<tr>
<td>Legal guardian</td>
<td>Court order regarding legal guardianship or court letter of guardianship</td>
</tr>
<tr>
<td>Permanent custodian – DHS social worker</td>
<td>Confirmation of name and signature via DHS letterhead or similar</td>
</tr>
<tr>
<td>Permanent custodian – private agency social worker or officer</td>
<td>Court order awarding legal custody and confirmation of name and signature via agency letterhead</td>
</tr>
<tr>
<td>Permanent custodian – individual</td>
<td>Court order awarding legal custody</td>
</tr>
</tbody>
</table>

Signatures NOT accepted
• Birth parents whose custody was revoked by the court
• Birth parents whose child was legally adopted by others
• Step-parents without legal custody or guardianship
• Parents of adult applicants (18 years of age or older) without legal custody or guardianship
• Relatives (grandparents, aunts, siblings, etc.) without legal custody or guardianship
• Hānai or foster parents

PRINT your legal name, your relationship to the applicant, and the daytime phone number of the person who signed the HAR form in the appropriate area. Adult applicants should write “self” as the Relationship to Applicant. Please do not leave any of these areas blank. If we cannot determine who signed the HAR form after reviewing the information in this section, identification to confirm the signature will be requested.

Please submit the HAR form with the required signature or your verification will be delayed. Exceptions to the Data Center’s authorized signer policy are rarely granted.

Checkbox
Checking the box regarding KS program mailings will not affect your application.

What information to provide
The table below lists the supporting documents to bring with you when you apply for the paternity affidavit. If you are applying for the affidavit by mail, a photostat copy of the original documents should be included in your request.

Obtaining the affidavit from the Department of Health
You will be notified by mail once the court order has been issued granting authorization to the DOH to open the sealed documents. Please allow at least 6 weeks for processing. Mail or hand-carry the notification letter to the DOH and they will mail you a certified copy of the paternity affidavit. You may also request that the DOH hold the document and notify you when it is ready for pick-up. (See page 13 for the DOH location.)

Fee: $10 payable upon the request.

Cash, money orders, certified checks or cashier’s checks are accepted if requesting in person. Money orders, certified checks or cashier’s checks are accepted if requesting by mail. Checks should be made payable to: the State Department of Health

<table>
<thead>
<tr>
<th>Birth certificate affected</th>
<th>Requestor</th>
<th>Documents to bring</th>
</tr>
</thead>
<tbody>
<tr>
<td>(in relation to person completing application form)</td>
<td>(person who will be completing application form)</td>
<td>(relationships based on columns 1 and 2)</td>
</tr>
<tr>
<td>Child (minor)</td>
<td>Parent</td>
<td>• Child’s birth certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parent’s ID</td>
</tr>
<tr>
<td>Grandchild (minor)</td>
<td>Grandparent</td>
<td>• Grandchild’s birth certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Birth certificate of parent linking grandchild and grandparent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Grandparent’s ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parent’s death certificate. If alive, parent should complete request on child’s behalf. Explanatory circumstances should be explained in a letter.</td>
</tr>
<tr>
<td>Self (adult)</td>
<td>Self</td>
<td>• Birth certificate, ID</td>
</tr>
<tr>
<td>Parent</td>
<td>Child (adult)</td>
<td>• Parent’s birth certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Child’s birth certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Child’s ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parent’s death certificate. If alive, parent should complete request for themselves. Explanatory circumstances should be explained in a letter.</td>
</tr>
<tr>
<td>Grandparent</td>
<td>Grandchild (adult)</td>
<td>• Contact the Family Court for information</td>
</tr>
</tbody>
</table>

Submitting the paternity affidavit to the Data Center
Submit to the Data Center the certified copy of the paternity affidavit. Photostats are not accepted.
<table>
<thead>
<tr>
<th>Person adopted (in relation to person completing application form)</th>
<th>Requestor (person who will be completing application form)</th>
<th>Documents to bring (relationships based on columns 1 and 2)</th>
</tr>
</thead>
</table>
| Child (minor) | Adoptive Parent | • Child’s current birth certificate  
• Adoptive parent’s ID |
| Self (adult) | Self | • Birth certificate, ID |
| Parent | Child (adult) | • Parent’s birth certificate  
• Child’s birth certificate  
• Child’s ID  
• Parent’s death certificate: If alive, parent should complete request for his or herself. Extenuating circumstances should be explained in a letter |
| Other | Other | Contact the Family Court for information |

Submitting adoption documents to the Data Center

At minimum, allow six weeks for the court to process your request. Submit the original document or a certified copy of the document issued by the court if you requested the LRE, adoption decree, or copy of the original birth certificate. If you requested an inspection of the adoption records, the Data Center will only accept court-certified photocopies of documents contained in the file.

**Paternity affidavits**

If a child’s parents were not married at the time of the child’s birth and the father is not present to sign paternity documents, the child’s father will not be listed on the birth certificate. If both parents later choose to add the father’s name to the birth certificate, they may file a notarized paternity affidavit with the Department of Health to amend the child’s birth certificate to reflect the biological father’s information. In other cases, parents who are married after a child’s birth may choose to legitimate the birth even if the father’s name was on the original birth certificate. Upon issuance of the amended birth certificate, the paternity affidavit is sealed and kept on file by the Department of Health. In Hawai‘i, the sealed affidavits can only be accessed through a court order from the Hawai‘i State Family Court.

**Applying for the affidavit**

Applications for a court order to obtain sealed paternity affidavits are available either at the Family Court, First Circuit (for O‘ahu, Maui, Moloka‘i, Lāna‘i, and Kaua‘i’s births) or the Family Court, Third Circuit (Hawai‘i Island). Request and complete an “Application to Family Court for Material from Confidential Records” form. Enter “Paternity Affidavit from the Department of Health” under “Others,” and state that you are requesting the affidavit for school purposes.

If applying in person, see page 18 for court locations. If applying by mail, please send the application to:

Family Court, First Circuit  
Adoption Records Unit  
P.O. Box 3498  
Honolulu, HI 96811-3498

**Fee:** None.

**Family ancestry information**

Your ‘ohana can be a valuable resource for ancestry information. We encourage you to ask someone familiar with your family’s genealogy to help you complete this section to ensure that the information is as accurate as possible. Please note that knowingly providing false or incomplete information which affects verification may result in (1) KS declaring you ineligible to apply for KS programs or scholarships, (2) disenrollment from KS programs, and/or (3) denial of further financial aid or scholarship funding.

Once you have determined your family’s genealogy, you’ll need to gather the necessary supporting documents (birth certificates, etc.). Having the necessary information and documents in hand will help you complete this section. (See page 7 for information on how to obtain the required documents.)

Please keep the following in mind while completing this section:

- All names provided should be for biological (blood or birth) relatives only. DO NOT list adoptive or hānai relatives.
- Double check your responses and do not leave any blank spaces (unless they are marked optional), even for non-Hawaiian ancestors. The HAR form must be completely filled out to prevent processing delays.
- Write “unknown” only after reasonable attempts to obtain the information were unsuccessful. Other responses, such as n/a, unk ?, or leaving information blank, are not acceptable and will cause the HAR form to be returned to you for completion.
- Processing will be delayed if your verification information is inaccurate or missing. You may be asked to provide additional supporting documents.
- If you have difficulty obtaining four generations of family information because some of your ancestors were born in the 1800s, do your best to provide as much information as possible. Assuming that all other ancestry requirements are met, you will not be penalized for this omission.
- Our Data Center staff can help contact family members on your behalf in extenuating circumstances, if you provide contact information. Ultimately, however, it is your kuleana to supply the documents and information in a timely manner. The Data Center will not be held responsible if attempts to make contact are unsuccessful.

**Names to provide for the applicant and ancestors**

Provide the legal name given at birth, which can be verified with a birth certificate. However, if the person underwent a legal name change (not including a name change due to marriage), use the person’s current legal name, and submit legal name change documents. If you wish, initials may be used in place of long middle names.

Other names, including current or previous married names and names given after birth (such as baptismal names) should be listed under Married Names/Other Names for the applicant, parents, and grandparents. Names may spill outside of the boxes if more space is required.

**Hawaiian ancestry?**

Mark Yes if the person is of Hawaiian or part-Hawaiian ancestry via blood ancestors or No if the person is NOT of Hawaiian ancestry.
If you would like to self-declare that the applicant is NOT of Hawaiian ancestry, complete page 1 of the HAR form (be sure to include the signature of a legal parent/guardian/custodian of minor applicants), and fill in Box 1 only of the Family Ancestry Information section on page 2. Birth certificates are not required for applicants who wish to declare non-Hawaiian status.

**Adopted?**

Mark Yes if the person was legally adopted. Support documents must be submitted for adopted people within the Hawaiian line to show that Hawaiian ancestry was derived from biological parents. See page 11 for adoption document requirements.

Hānai relationships are NOT considered adoptions for verification purposes and cannot be used to claim Hawaiian ancestry. Mark No if the person was raised by a hānai family, and list only biological parents on the HAR form.

**Date of birth**

Indicate the month, day, and year of birth. For ancestors not in the Hawaiian line or whose birth certificates are not required, reasonable estimates of the birth dates including at least the year of birth may be indicated in place of the actual date of birth.

**Deceased? (optional)**

Please provide this information to help us determine appropriate documents or information to request if needed.

**If KS graduate, year of graduation (optional)**

This information may help us in searching for documents or information previously submitted to Kamehameha Schools.

**Place of birth (optional)**

If known, indicate the city and island for Hawai‘i births. For births outside Hawai‘i, indicate the state or country instead.

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**LREs**, adoption decrees, and pre-adoption birth certificates

Applications for these documents should be obtained from the family court in which the adoption was granted. (See page 18 for court locations and contact information.) Ask for and complete Form 1: “Request to Inspect Confidential Adoption Records of the Family Court.” The table below explains the options presented for item 9 of the form, along with the requirements to access that information and any fees that may apply:

**ITEM 9**

<table>
<thead>
<tr>
<th>Request is for</th>
<th>Requirements</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection of records</td>
<td>Available in limited circumstances (court review of file required to determine permissions required from parties to adoption)</td>
<td>• If copies of the documents in the file are requested, there will be a nominal per-copy fee plus certification fee. Other retrieval fees may apply. • Substantial search fees will be incurred if any of the court notices sent to the adoption parties are undeliverable and the applicant opts to pursue a search for the parties via a court-approved search agent.</td>
</tr>
<tr>
<td>Non-identifying medi- cial and racial background information in natural parents only</td>
<td>Request by the adult adoptee, adoptive parents, or legal parents.</td>
<td>None</td>
</tr>
<tr>
<td>Copy of adoption decree</td>
<td>• Available in limited circumstances (court review of file required to determine permissions required from parties to adoption) • Not available to natural parents</td>
<td>Nominal per-copy fee plus certification fee. Other retrieval fees may apply.</td>
</tr>
<tr>
<td>Copy of original birth certificate of child (available to natural parents only)</td>
<td>• Available in limited circumstances (court review of file required to determine permissions required from parties to adoption) • Not available to adoptive parents.</td>
<td>Nominal per-copy fee plus certification fee. Other retrieval fees may apply.</td>
</tr>
</tbody>
</table>

**What information to provide**

Following is the information you will be asked to provide on the LRE application. Additional supporting documents may be required. (See table on page 16 for details.):

- Child’s name at birth or after adoption, (whichever is known)
- Date and place of birth
- Names (first, middle, last) of adoptive father and mother, if known
- Names (first, middle, last) of biological father and mother, if known

*LRE*: Letter of non-identifying information of racial extraction of biological parents
What information to provide
Following is the information you will be asked to provide on the vital records application:

- Applicant’s name, address, and telephone number(s)
- Applicant’s relationship to the person named on the certificate
- Reason why you are requesting the certificate
- Full name(s) as listed on the certificate
- The certificate’s file number (if known)
- Month, day, and year of the event and the city or island where the event occurred
- For birth certificates requests, you must also provide the full name of the father and the full maiden name of the mother
- If you are applying for a certificate on behalf of someone else, you must provide an original letter signed by that person authorizing the release of their certificate to you.

For more information
If you have questions about the vital records application process, visit the DOH Web site at http://www.state.hi.us/health or contact the department directly:

Phone: (808) 586-4533
E-mail: vr-info@doh.hawaii.gov

This information, which is provided for your convenience, was obtained from the Department of Health Web site and is subject to change without our knowledge.

Obtaining mainland documents
Certificates for births, deaths, and marriages that occurred outside of Hawai‘i may be obtained from the vital statistics office in the state in which the event occurred. For a list of offices nationwide, visit the National Center for Health Statistics Web site at: http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm.

Hawai‘i state family courts
- Letters of non-identifying information of racial extraction of biological parents (LRE)
- Adoption decrees (available in limited circumstances)
- Pre-adoptive birth certificates (available in limited circumstances)
- Paternity affidavits

Documents for adoption- and paternity-related matters which occurred in Hawai‘i may be obtained from the Hawai‘i State Family Court. The following information will guide you through the document application process:

Required Documents
All documents submitted to the Data Center for verification, including birth certificates, marriage certificates, and court documents, must be certified copies issued by a duly authorized state or government agency. A certified copy is one that is guaranteed by the issuing authority to be a true and exact copy of the original. A photocopy of the certified copy cannot be accepted for verification. All documents will be returned to you after they have been inspected for authenticity and photocopied by Data Center representatives.

Birth certificates
Birth certificates must be submitted to support information provided on the Hawaiian Ancestry Registry (HAR) form. Original birth certificates are the primary documents used to verify ancestry because they generally reflect information based on first-hand knowledge of the circumstances at the time of birth.

Required birth certificates
Birth certificates must be submitted which allow us to trace Hawaiian ancestry from the applicant to an ancestor born in Hawai‘i in 1959 or earlier via a series of uninterrupted biological child-parent relationships. In general, this means that you will need birth certificates for the applicant, the Hawaiian parent, and the corresponding Hawaiian grandparent. If the Hawaiian grandparent was born after 1959 and/or was born outside of Hawai‘i, the corresponding Hawaiian great-grandparent’s birth certificate is also required, and so on. This also means that only the birth certificate of the applicant and the Hawaiian parent would be required if the Hawaiian parent was born in Hawai‘i in 1959 or earlier.

If both sides of your family are Hawaiian, birth certificates for only one side are required. However, submitting documents for both sides of your family may expedite the verification process. If there is a question about documents on one side, we will automatically try to verify ancestry via documents submitted for the other line.

Where to get birth certificates
Certificates for births in Hawai‘i may be obtained from the Vital Statistics Section of the Hawai‘i State Department of Health (DOH). See page 13 for information about obtaining Hawai‘i birth documents. Certificates for births outside of Hawai‘i may be obtained from the Vital Statistics office in the state in which the birth occurred. For a list of all U.S. Vital Statistics offices, visit the National Center for Health Statistics Web site at: http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm.

What to do if a birth certificate is not available
If a required birth certificate cannot be found in the Vital Statistics office archives, the department will issue you a “No-Record Certification” document. This document must be submitted to the Data Center before alternative documents can be accepted in place of the non-existent birth certificate. At least two alternative documents are required, one of which must have been issued in 1959 or earlier. Some acceptable alternative documents are listed below:

- Marriage certificates
- Death certificates
- Certificates of baptism

The admissibility of alternate documents will be determined by the Data Center. It may also take longer to complete the verification process when these types of documents are submitted. See page 13 for information about obtaining vital documents.
Certificates of delayed birth and Hawaiian birth

Some types of birth certificates, including certificates of delayed birth and certificates of Hawaiian birth are issued more than a year after a child is born. These types of certificates are accepted for the verification process, but may require additional documentation:

- A Delayed Certificate of Birth or Certificate of Hawaiian Birth issued after 1959, even for a person born in 1959 or earlier, will not meet our 1959 birth certificate requirements. Documents for this person’s Hawaiian parent will also have to be submitted.
- A Certificate of Hawaiian Birth must bear either the Department of Health certification of ancestry and parent names OR it must be accompanied by official testimony given at the time it was issued. If your certificate has neither of these things, take it to the Department of Health and ask them to add the ancestry certification. For a fee, you may request a copy of the testimony if it is available.

Where to Get Your Documents

Hawai‘i State Department of Health

- Birth certificates
- Death certificates
- Marriage certificates

Certificates for births, deaths, and marriages which occurred in Hawai‘i may be obtained from the Hawai‘i State Department of Health (DOH). The following information will guide you through the vital records application process:

Applying in person

Vital records application forms are available in the lobby of the DOH building in Honolulu and should be completed prior to waiting in line.

Location: 1250 Punchbowl Street
at the corner of Beretania and Punchbowl streets
Room 103 (1st floor)

Hours of operation: 7:45 a.m. to 2:30 p.m.
Monday through Friday (except state holidays)

Fee: $10 for the first certificate, $4 for each additional copy
Cash, money orders, certified checks or cashier’s checks are accepted.
Checks should be made payable to: the State Department of Health

Certified copies are usually not issued on the day an application is filed. They are usually available for pick-up about 10 working days after receipt and approval of the application. The process may take longer if the records are very old. Same-day service may be provided if you present a written document establishing a need for urgency.

Applying by mail

Vital records application forms are available in the lobby of the DOH building or may be downloaded at http://www.state.hi.us/health.

Mail application to: Hawai‘i State Department of Health
Office of Health Status Monitoring
Issuance/Vital Statistics Section
P.O. Box 3378
Honolulu, HI 96801

Fee: $10 for the first certificate, $4 for each additional copy. Money orders, certified checks or cashier’s checks are accepted. Checks should be made payable to: the State Department of Health.

Certified copies will normally be sent out within 6 weeks after receipt and approval of the application. The return time may be extended for records that are very old.
Documents required to resolve paternity issues

The required documents depend on the situation surrounding the amendment. The following documents may be submitted for consideration to satisfy the Data Center’s verification requirement.

- **Paternity affidavit** — If a child’s parents were not married at the time of the child’s birth and the father is not present to sign paternity documents, the child’s father will not be listed on the birth certificate. If both parents later choose to add the father’s name to the birth certificate, they may file a notarized paternity affidavit with the Department of Health to amend the child’s birth certificate to reflect the biological father’s information. In other cases, parents who are married at a child’s birth may choose to legitimate the birth even if the father’s name was on the original birth certificate. If the birth certificate of the applicant or of any ancestors in the Hawaiian line were amended in this fashion, the Data Center requires a certified copy of the affidavit available through the Hawai’i State Family Court. See page 16 for details on obtaining a paternity affidavit filed for a Hawai’i birth. Equivalent documents may be issued by other states.

- **Court order** — If the father identified on a child’s birth certificate is disputed or if the father’s identity was not previously disclosed, the court may be petitioned to make a determination regarding paternity, and subsequently the birth certificate may be amended. If the birth certificate of the applicant or of any ancestors in the Hawaiian line were amended in this fashion, the Data Center requires a certified copy of the court order establishing paternity which is issued at the end of the court proceedings. See page 18 for Family Court contact information. Equivalent documents may be issued by other states.

- **DNA test results** — If a father is not identified on a child’s birth certificate, or if the identity of the father on the birth certificate is disputed, the identity of the biological father may be determined through DNA testing. The Data Center will only accept notarized and certified DNA test results from parentage testing facilities nationally accredited by the American Association of Blood Banks (AABB) to identify the child’s biological father. A list of acceptable laboratories can be found at the AABB Web site at www.aabb.org.

The following will help you access the list of labs:

- Click on the Accreditation button on the left menu of the AABB home page
- Click on Parentage Testing Accreditation Program
- Click on the AABB Accredited Parentage Testing Laboratories link within the text

Please submit BOTH of the following:

- Original laboratory-certified and notarized DNA test results
- Chain of Custody documents*

If the Chain of Custody documents were not transmitted to you with your test results, please request them from the applicable laboratory. Most laboratories require a written request, and all parties tested may need to approve your request. Please contact the DNA testing laboratory for specific requirements. Whenever possible, we suggest that you request the Chain of Custody documents when arranging for the test.

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Amendments caused by adoption

If you discover that the birth certificate amendment was caused by adoption, please refer to our adoption document requirements on page 11.

Amendments caused by legitimation

Legitimation is the act of providing legitimacy to a child born out of wedlock by adding a father’s name to the birth certificate and/or by the subsequent marriage of the parents. If you find that the amendment to the birth certificate was caused by legitimation, please refer to our paternity document requirements on page 11.

Submitting amendment documents to the Data Center

Once you determine what caused the amendment to the birth certificate, you must submit a sworn statement to the Data Center along with supporting documents. The written statement need not be notarized, but should include the following information:

- Exactly what information was amended on the birth certificate
- An explanation of why the amendment was made
- The identity of the BIRTH parents of the person whose birth certificate was amended

This statement should be signed by a person with first-hand knowledge of the circumstances surrounding the amendment. For example, if the amendment was to the applicant’s father’s birth certificate, do not submit a statement signed by his wife because it is highly unlikely that she would have first-hand knowledge of the events surrounding his birth. The signed statement in this case would ideally come from the father’s parents.

If the cause of the amendment is unknown

If you’ve confirmed that none of the situations above apply, the Department of Health may supply information about administrative irregularities or errors that might have occurred to cause the amendment. These errors occur very infrequently, so the DOH should be contacted only as a last resort.

Amendments to mainland birth certificates

Similar document requirements apply to mainland birth certificate amendments. Because laws differ by state, information should be obtained from the state in which the birth occurred. Helpful information can be found on most states’ Vital Statistics office Web sites. For a list of offices nationwide, visit the National Center for Health Statistics Web site at: http://www.cdc.gov/nchs/howto/w2w/w2w2elcom.htm.
Submitting Your Documents to the Ho‘oulu Hawaiian Data Center

HAR forms and supporting documents may be submitted to the Data Center in several ways:

In person
Documents can be dropped off from 7 a.m. – 5 p.m., Monday through Friday, at the Ho‘oulu Hawaiian Data Center in Honolulu at 567 S. King Street, Suite 102. Validated parking is available in our parking garage located on Kawahiu’a Street, mauka of Gold’s Gym. Metered street parking is also available. Suite 102 is located on the ground floor of the building mauka of the parking garage, through the glass doors, past the elevators, on your right. Documents walked in will be returned to you immediately.

By mail
Documents can be mailed to us at: Ho‘oulu Hawaiian Data Center, 567 S. King Street, Suite 102, Honolulu, HI 96813. All documents mailed to the Data Center will be mailed back to the address on file. Written requests to return documents to a different address will be honored if included with the documents submitted. Be sure to reference the applicant’s name and Data Center ID number when turning in documents separate from the HAR form or Data Center request letter so that they can be matched with the correct file.

Community drop-off points
Documents can be dropped off at the following Kamehameha Schools locations. Unless otherwise indicated, normal business hours are 7:30 a.m. – 4:15 p.m., Monday through Friday. Documents walked in will be returned to you immediately.

Hawai‘i Island
Kamehameha Schools Hawai‘i*
Educational Support Services
16-714 Volcano Road, Kea‘au
Phone: (808) 982-0100

East Hawai‘i – Neighbor Island
Regional Resource Center
160 B Kea‘a Street, Hilo
Phone: (808) 935-0116

West Hawai‘i – Neighbor Island
Regional Resource Center
78-8031 Al濌 Drive, Kailua-Kona
Phone: (808) 322-5400

Kaua‘i
Kaua‘i – Neighbor Island
Regional Resource Center
15/10 Ha‘ikū Road, Suite 101, Lihu‘e
Phone: (808) 245-8070

Maui
Kamehameha Schools Maui*
Educational Support Services
275 ‘Ape‘aeo Parkway, Pukalani
Phone: (808) 572-3133

Moloka‘i
Moloka‘i – Neighbor Island
Regional Resource Center
612 Mauna Loa Highway
Kīlāna ‘Owī Complex, Kalama‘ula
Phone: (808) 553-3673

O‘ahu
Community Learning Center at Nānākuli**
89-101 Farrington Highway, Nānākuli
Phone: (808) 668-1517

* M-F, 7:30 a.m. – 4 p.m.
**M-F, 8 a.m. – 4 p.m.

Please do not mail documents to the community drop-off sites. Mail-in documents are only accepted by the Ho‘oulu Hawaiian Data Center in Honolulu.

Circumstances Requiring Additional Documents

Adoption
Only information for birth parents and grandparents should be included on the HAR form —DO NOT list adopted or hānai family members. The Data Center requires that Hawaiian ancestry be derived via biological relations only. Therefore when a person in the Hawaiian line is adopted, we require documents to confirm that his or her Hawaiian ancestry was derived from biological parents rather than adoptive or hānai parents. In addition to adoptions by unrelated parties, the document requirements listed below also apply to adoptions by a step-parent, grandparents, great-grandparents, and any other family member.

Documents required to confirm the ancestry of an adopted person
Any ONE of the following may be submitted for consideration to satisfy the Data Center’s document requirement, along with the adopted person’s current birth certificate. An original document or the certified copy must be submitted—photocopies are not accepted for verification. See page 15 for details on obtaining the following documents.

• A Letter of non-identifying information of Racial Extraction of Biological Parents (LRE). This letter discloses the ancestry of the person’s birth parents without revealing their identities. It can be obtained from the Hawai‘i State Family Court in which the adoption occurred.

• An adoption decree or court order which identifies the person’s biological Hawaiian parents, plus birth certificates for the biological Hawaiian parents and grandparents. If birth certificates are not available, then an LRE should be submitted instead.

• A pre-adoption birth certificate which identifies the biological parents. If the applicant was adopted, his current post-adoption birth certificate is required as well. Birth certificates for the biological Hawaiian parent, grandparent, etc. which meet the ancestry requirements are also required. If birth certificates of the biological ancestors are not available, then an LRE should be submitted instead.

State-specific laws regarding access to adoption records can be found at http://adoptions.com/acctestbystate.cfm.

Paternity issues
The Data Center verification process involves tracing Hawaiian ancestry via a series of parent-child relationships through birth certificates. If an amendment is made on the original birth certificate to either add or change the name of the father, the Data Center requires documents to confirm the amendment. This requirement applies even if the father is not the ancestor through whom Hawaiian ancestry is being traced.