

IMPORTANT NOTICE

PRINCIPAL AGENTS (of Commercial Employment Agencies)

New License Requirement

Effective June 17, 2003 and pursuant to Hawaii Revised Statutes section 436B-10 and federal law, it is the policy of the State of Hawaii ("State") Department of Commerce and Consumer Affairs ("Department"), Principal Agents (of Commercial Employment Agencies) licensing program that, in addition to meeting the examination and any other requirements for licensure, an applicant for a Hawaii principal agent's license is required to be either a United States citizen, a United States national, or an alien authorized to work in the United States.

This means that, even if an applicant meets the examination and any other requirements for licensure, that applicant shall not be issued a license if that applicant is not a U.S. citizen, a U.S. national, or an alien authorized to work in the U.S.

However, the Department will issue the applicant a conditional approval that signifies that the applicant has met the examination and any other requirements for licensure; provided that this conditional approval shall not be considered a license to engage in the profession and shall not authorize the applicant to work in our State. To obtain authorization to work in our State, the applicant shall be required to contact the U.S. Bureau of Citizenship and Immigration Services ("BCIS"). Once the applicant submits evidence to the Department that the BCIS has authorized the applicant to work in the U.S. (without conditions or other encumbrances) and has met all of the licensing requirements (including, but not limited to, the requirement that the applicant has not been convicted of any crime that is directly related to the profession), the applicant shall be issued a license.

This conditional approval shall be valid for two (2) years. An applicant must obtain the appropriate BCIS authorization within this two (2) year period in order to have a license issued. If the applicant is unable to meet this deadline, the applicant may be required to reapply for licensure and meet all of the requirements in effect at that time.