

**APPLICATION FOR REGISTRATION -
ELEVATOR MECHANIC APPRENTICE**

Access this form via website at: cca.hawaii.gov/pvl

Instructions for Filing

1. Complete Section 1 by using the online fillable form or by printing *legibly* in dark ink.
2. Have the Supervising Elevator Mechanic or the Responsible Managing Employee (RME) complete Section 2.
3. **Attach** the fee of \$100 (Application - \$40 + Permit - \$60).
Make check payable to: COMMERCE & CONSUMER AFFAIRS (check must be in U.S. dollars and be from a U.S. financial institution). **NOTE:** A \$25 service charge shall be assessed for payments dishonored for any reason.
4. Mail to: Deliver to Office Location at:

| | |
|-----------------------------------|----------------------------|
| Elevator Mechanic Licensing Board | 335 Merchant St., Room 301 |
| DCCA, PVL, Licensing Branch | Honolulu, HI 96813 |
| P.O. Box 3469 | Phone: (808) 586-3000 |
| Honolulu, HI 96801 | |

FOR BOARD USE

| | |
|------------------------------------|--------------------|
| Approved: <input type="checkbox"/> | Initials/Date: |
| Date Registered: | Reg. No.: EVA - |

SECTION 1. To be completed by Applicant

| | |
|-----------------------------|---------|
| Legal Name (First, Middle): | (Last): |
|-----------------------------|---------|

Other names used (include maiden name):

Mailing Address (include apt. no., city, state, zip code - P.O. Box is not acceptable):

| | |
|----------------------|-------------------|
| Social Security No.: | Phone No. (days): |
|----------------------|-------------------|

Check answers. If response is "YES" to Question 4, refer to instructions for additional documents that must be submitted with this application.

1. Are you at least 18 years of age? YES NO
2. Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? YES NO
3. Are you aware that the four-year apprenticeship period starts with the date of registration with DCCA and not the date of employment? YES NO
4. Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? YES NO

(CONTINUED ON PAGE 2)

Print Name of Applicant: _____

Date: _____

SECTION 2. To be completed by Supervising Elevator Mechanic or RME of Contracting Firm

| | |
|-----------------------------|---|
| Name & Address of Employer: | License No.: EVM - _____ / CT - _____ |
|-----------------------------|---|

Description of duties to be performed by the apprentice:

CHECK ONE:

- I certify that the statements contained in Section 2 of this application are true and correct and that I will provide direct or general supervision of all work performed by the apprentice. (Elevator Mechanic)
- I certify that the statements contained in Section 2 of this application are true and correct and that I will insure that a licensed elevator mechanic shall provide direct or general supervision of all work performed by the apprentice. (RME of Contracting Firm)

_____ Date

_____ Print Name of Elevator Mechanic/RME of Contracting Firm

_____ Signature of Elevator Mechanic/RME of Contracting Firm

Affidavit of Applicant:

I hereby certify that all statements, answers, and representations made in this application and on the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of apprentice registration and is a misdemeanor (Section 710-1017 and Section 436B-19, Hawaii Revised Statutes and Section 16-81-29, Hawaii Administrative Rules.) I further certify that I have read and will abide by the provisions of Chapter 448, HRS and Chapter 81, HAR.

Signature of Applicant: _____

Date: _____

Release of Information to Third Party:

To assist me in the permitting process, I authorize the DCCA staff to release any and all information regarding my application (including but not limited to, application status) to the following third party:

Print name of individual who is assisting you: _____

Signature of Applicant: _____

Date: _____

(CONTINUED ON PAGE 3)

Instructions for "YES" Answer to Question 4 of the Application for Registration (EM-04)

If your application indicates a criminal conviction, the Board requires you **submit** the following:

- i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended; and
- ii. A copy of the court order, verdict, and terms of sentence; and
- iii. If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your compliance with the court orders; and
- iv. At least one letter of recommendation from a member of the community (no relative) who can objectively attest in writing to a firm belief that you have been sufficiently rehabilitated to warrant the public's trust; and
- v. If applicable, a letter of recommendation from your current employer regarding your reliability and trustworthiness to work as an elevator mechanic; and
- vi. A current criminal history record check in your name, which you may obtain from the Hawaii Criminal Justice Data Center. Contact the Department of the Attorney General, Hawaii Criminal Justice Data Center, Kekuanao'a Building, 465 S. King Street, Room 101, Honolulu, HI 96813. Phone: (808) 587-3100 or visit their website at: ag.hawaii.gov/hcjdc to request a "Criminal History Record Check" form.

NOTE: If your criminal conviction occurred in a state or states other than Hawaii, a current criminal history record check will be required from each state **AND** Hawaii. Contact the local authority or Board in each state for their forms, instructions and fees on obtaining criminal history record checks.

Your application will be reviewed at an Elevator Mechanic's Board meeting **if you have provided all applicable information and documents as described above**. The Board will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application.