

**APPLICATION FOR REGISTRATION -  
ELEVATOR MECHANIC APPRENTICE**

Access this form via website at: [cca.hawaii.gov/pvl](http://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	<b>OR</b>	335 Merchant St., Room 301
DCCA, PVL, Licensing Branch		Honolulu, HI 96813
P.O. Box 3469		
Honolulu, HI 96801		Phone: (808) 586-3000

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):
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Other names used (include maiden name):

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

Social Security No.:	Date of Birth:	Phone No. (days):	Email Address:
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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.:  <b>EVM - _____ / CT - _____</b>
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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](http://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.

### **Abandonment of Application**

Pursuant to HRS §436B-9, your application shall be considered abandoned and will be destroyed, if you fail to complete the license process within one year after filing an application or fail to take and pass the examination after becoming eligible to take the examination.

If an application is deemed abandoned, the applicant shall be required to reapply for licensure and comply with the licensing requirements at the time of the reapplication.