

# NOTICE TO REQUESTER

TO: Corinne Solomon

FROM: Office of the County Clerk, County of Maui

DATE THAT THE RECORD REQUEST WAS RECEIVED BY AGENCY: October 29, 2021

DATE OF THIS NOTICE: November 16, 2021

## GOVERNMENT RECORDS YOU REQUESTED:

1. Request attached.
- 2.
- 3.
- 4.

## THIS NOTICE IS TO INFORM YOU THAT YOUR RECORD REQUEST:

- Will be granted in its entirety.
- Cannot be granted. Agency is unable to disclose the requested records for the following reason:
- Agency does not maintain the records. (HRS § 92F-3)  
Other agency that is believed to maintain records: \_\_\_\_\_
  - Agency needs further clarification or description of the records requested. Please contact the agency and provide the following information: \_\_\_\_\_
  - Request requires agency to create a summary or compilation from records, but requested information is not readily retrievable. (HRS § 92F-11(c))
- Will be granted in part and cannot be granted in part.

## RECORDS OR INFORMATION UNAVAILABLE

Documentation of completed training for individuals working with Voter Service Centers and Places of Deposit.

## AGENCY JUSTIFICATION

While training was conducted for these individuals, no records for training completion are maintained.

## REQUESTER'S RESPONSIBILITIES:

You are required to (1) pay any lawful fees and costs assessed; (2) make any necessary arrangements with the agency to inspect, copy or receive copies as instructed below; and (3) provide the agency any additional information requested. If you do not comply with the requirements set forth in this notice within 20 business days after the postmark date of this notice or the date the agency makes the records available, you will be presumed to have abandoned your request and the agency shall have no further duty to process your request. Once the agency begins to process your request, you may be liable for any fees and costs incurred. If you wish to cancel or modify your request, you must advise the agency upon receipt of this notice.

## METHOD & TIMING OF DISCLOSURE:

Records available for public access in their entireties must be disclosed within a reasonable time, not to exceed 10 business days from the date the request was received, or after receipt of any prepayment required. Records not available in their entireties must be disclosed within 5 business days after this notice or after receipt of any prepayment required. HAR § 2-71-13(c). If incremental disclosure is authorized by HAR § 2-71-15, the first increment must be disclosed within 5 business days of this notice or after receipt of any prepayment required.

**Method of Disclosure:**

- Inspection at the following location: \_\_\_\_\_
- As requested, a copy of the record(s) will be provided in the following manner:
  - Available for pick-up at the following location: \_\_\_\_\_
  - Will be mailed to you.
  - Will be transmitted to you by other means requested: By email.

**Timing of Disclosure:** All records, or the first increment if applicable, will be made available or provided to you:

- On \_\_\_\_\_, 20\_\_\_\_.
- After prepayment** of 50% of fees and 100% of costs, as estimated below.

**For incremental disclosures**, each subsequent increment will be disclosed within 20 business days after:

- The prior increment (if one prepayment of fees is required and received), or
- Receipt of each incremental prepayment, if prepayment for each increment is required.

**Records will be disclosed in increments because the records are voluminous and the following extenuating circumstances exist:**

- Agency must consult with another person to determine whether the record is exempt from disclosure under HRS chapter 92F.
- Request requires extensive agency efforts to search, review, or segregate the records or otherwise prepare the records for inspection or copying.
- Agency requires additional time to respond to the request in order to avoid an unreasonable interference with its other statutory duties and functions.
- A natural disaster or other situation beyond agency's control prevents agency from responding to the request within 10 business days.

**ESTIMATED FEES & COSTS AND PAYMENT:**

**FEES:** For personal record requests under Part III of chapter 92F, HRS, the agency may charge you for its costs only, and fee waivers do not apply.

For public record requests under Part II of chapter 92F, HRS, the agency is authorized to charge you fees to search for, review, and segregate your request (even if a record is subsequently found to not exist or will not be disclosed in its entirety). The agency must waive the first \$30 in fees assessed for general requesters, OR in the alternative, the first \$60 in fees when the agency finds that the request is made in the public interest. Only one waiver is provided for each request. See HAR §§ 2-71-19, -31 and -32.

**COSTS:** For either personal or public record requests, the agency may charge you for the costs of copying and delivering records in response to your request, and other lawful fees and costs.

**PREPAYMENT:** The agency may require prepayment of 50% of the total estimated fees and 100% of the total estimated costs prior to processing your request. If a prepayment is required, the agency may wait to start any search for or review of the records until the prepayment is received by the agency. Additionally, if you have outstanding fees or costs from previous requests, including abandoned requests, the agency may require prepayment of 100% of the unpaid balance from prior requests before it begins any search or review for the records you are now seeking.

The following is an itemization of what you must pay, based on the estimated fees and costs that the agency will charge you and the applicable waiver amount that will be deducted:

**For public record requests only:**

Fees: Search	Estimate of time to be spent: _____ hours (\$2.50 for each 15-minute period)	\$
Review & segregation	Estimate of time to be spent: _____ hours (\$5.00 for each 15-minute period)	\$
Fees waived	<input type="checkbox"/> general (\$30), <b>OR</b> <input type="checkbox"/> public interest (\$60) (Only one waiver per request)	<\$ _____>
Other	_____	\$
	(Pursuant to HAR §§ 2-71-19 & 2-71-31)	
<b>Total Estimated Fees:</b>		<b>\$</b>

**For public or personal record requests:**

Costs: Copying	Estimate of # of pages to be copied: _____ (@ \$ _____ per page, pursuant to HRS § 92-21)	\$
Delivery	Postage	\$
Other	_____	\$
<b>Total Estimated Costs:</b>		<b>\$</b>

**TOTAL ESTIMATED FEES AND COSTS from above:** \$

- The estimated fees and costs above are for the first incremental disclosure only. Additional fees and costs, and no further fee waivers, will apply to future incremental disclosures.
- PREPAYMENT IS REQUIRED** (50% of fees + 100% of costs, as estimated above) \$
- UNPAID BALANCE FROM PRIOR REQUESTS** (100% must be paid before work begins) \$

**TOTAL AMOUNT DUE AT THIS TIME** \$0

Payment may be made by:  cash  
 personal check payable to \_\_\_\_\_  
 other \_\_\_\_\_

For questions about this notice or the records being sought, please contact the agency person named at the beginning of this form. Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies, and a requester must seek records directly from the agency it believes maintains the records. If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at (808) 586-1400, [qip@hawaii.gov](mailto:qip@hawaii.gov), or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

# REQUEST TO ACCESS A GOVERNMENT RECORD

This is a model form that may be used by a Requester to provide sufficient information for an agency to process a record request. Although the Requester is not required to use this form or to provide any personal information, the agency needs enough information to contact the Requester with questions about this request or to provide its response. This request may not be processed if the agency has insufficient information or is unable to contact the Requester.

DATE: 10-29-2021

TO: **Maui Office of the County Clerk**  
Agency that Maintains the Government Record

county.clerk@mauicounty.us  
Agency's Contact Information

FROM: request+6z48wacctt@foi.uipa.org  
Requester's Name or Alias

request+6z48wacctt@foi.uipa.org  
Requester's Contact Information

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## **AS THE REQUESTER, I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:**

Describe the government record as specifically as possible so that it can be located. Try to provide a record name, subject matter, date, location, purpose, or names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the requested government record will prevent delays in locating the record. Attach additional pages if needed.

October 28, 2021

Records Access Officer

Maui County Office of the County Clerk, Elections Division

Re: Uniform Information Practices Act (UIPA) Request

2020 General Election Training Materials and Documentation of Training for Maui County Voter Service Centers and Drop Box Collections

Aloha Records Access Officer:

Pursuant to the Hawaii Uniform Information Practices Act ("UIPA"), Hawaii Revised Statutes Chapter

OIP 1 (rev. 12/1/2015)

92F, I hereby request the following records be produced in the common electronic format as described below:

1. List of all designated Voter Service Centers and Ballot Collection Boxes (places of deposit) used for  
  
the 2020 General Election in Maui County.
2. Training manuals and materials for elections workers, observers, watchers, and volunteers with regards to the Voter Service Centers and Ballot Collection Boxes used for the 2020 General Election in Maui County.
3. Documentation of completed training for all the aforementioned individuals.
  - i. The following formats are acceptable: .csv, .xls, .xlsx
  - ii. For records that only exist on paper, Adobe PDF scans will be sufficient
  - iii. For records that exist only in electronic format, exact copies are requested to extent they are not in proprietary formats.
  - iv. For records that exist only in electronic format, but contain sensitive information explicitly exempt from disclosure (such as a SSN), exact copies are requested to extent they are not in proprietary formats, etc., with only the protected information (but not blank or null data) overwritten with some notation of the statutory exemption.

If no records exist responsive to the above request(s), I hereby request a certification to that effect. For records produced in response to the request(s), I hereby request certifications that the record(s) produced are correct.

I am requesting that these records be produced in electronic format and sent to the email address above. If records are too voluminous to be sent via email please contact me to discuss alternatives. If there is expected to be a delay in providing a part of the requested records, kindly produce the certified copies that are available and provide the remainder on a “rolling basis”.

If my request does not adequately describe the records to be produced, please contact me via e-mail so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated.

Pursuant to the UIPA, records available for public access in their entireties must be disclosed within a reasonable time, not to exceed 10 business days from the date the request was received, or after receipt of any prepayment required. Records not available in their entireties must be disclosed within 5 business days after this notice or after receipt of any prepayment required. HAR § 2-71-13(c). If incremental disclosure is authorized by HAR § 2-71-15, the first increment must be disclosed within 5 business days of this notice or after receipt of any prepayment required. If for any reason any portion of my request is denied, please inform me of the reason(s) for each record denied in writing and provide the name, job title, address and e-mail address of the person or body to whom an appeal should be directed.

Please feel free to e-mail me with any questions or suggestions that you may have. Thank you kindly for your assistance.

**I WOULD LIKE:** (Please check one or more of the options below, as applicable)

**To inspect the government record**

**A copy of the government record:** (Please check only one of the options below.) See the next page for information about fees and costs that you may be required to pay for agency services to process your record request. Note: Copying and transmission charges may also apply to certain options.

Pick up at agency (**date and time**): \_\_\_\_\_

Mail (address): \_\_\_\_\_

E-mail (address): request+6z48wacctt@foi.uipa.org

Fax (toll free and only if available; provide fax number): \_\_\_\_\_

Other, if available (please specify): \_\_\_\_\_

If the agency maintains the records in a form other than paper, please advise in which **format you would prefer to have the record.**

Electronic  Audio  Other (please specify): \_\_\_\_\_

Check this box if you are attaching a request for waiver of fees in the public interest (See waiver information on next page).

## **FEES FOR PROCESSING PUBLIC RECORD REQUESTS**

You may be charged fees for the services that the agency must perform when processing your request for public records, including fees for making photocopies and other lawful fees. **The first \$30 of fees charged for searching for a record, reviewing, and segregating will not be charged to you. Any amount over \$30 will be charged to you.** Fees are as follows:

Search for a Record	\$2.50 for 15 minutes
Review and Segregation of a Record	\$5.00 for 15 minutes

Generally, no search, review, and segregation fees may be charged if you are making a request for personal records that are about you.

## **WAIVER OF FEES IN THE PUBLIC INTEREST**

As an alternative to the \$30 fee waiver (not in addition to), the agency may waive the first \$60 of fees for searching for, reviewing and segregating records when the waiver would serve the public interest. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, are

- (1) The requested record pertains to the operations or activities of an agency;
- (2) The record is not readily available in the public domain; and
- (3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

## **COSTS**

The Agency may charge you any other lawful fees and the costs to copy and deliver your personal or public record request.

## **AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS**

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in *extenuating circumstances*, the agency must respond within 20 business days from the date of your request. If you have questions about the response time or the records being sought, you should first contact the agency and request to consult with the agency's UIPA contact person.

**Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies and a requester must seek records directly from the agency.** If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at 808-586-1400, [qip@hawaii.gov](mailto:qip@hawaii.gov), or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

## **REQUESTER'S RESPONSIBILITIES**

You have certain responsibilities under section 2-71-16, Hawaii Administrative Rules, which include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees and costs, if assessed. The rules and additional training materials are available online at [qip.hawaii.gov](http://qip.hawaii.gov) or from OIP.

## PROCLAMATION

Pursuant to Sections 11-91, 11-92.1, and 11-101, Hawaii Revised Statutes, I, Scott T. Nago, Chief Election Officer of the State of Hawaii, together with Jon Henricks, County Clerk, County of Hawaii; Kathy Kaohu, County Clerk, County of Maui; Jade K. Fountain-Tanigawa, County Clerk, County of Kauai; and Glen I. Takahashi, City Clerk, City and County of Honolulu, do hereby proclaim that the elections shall be conducted by mail and that a Primary Election will be held on Saturday, August 8, 2020, and that a General Election will be held on Tuesday, November 3, 2020, between the hours of 7:00 a.m. and 7:00 p.m. throughout the State of Hawaii for the purpose of nominating and/or electing:

1. Four Electors for President and Vice President of the United States;
2. Two Representatives to serve in the Congress of the United States;
3. Thirteen Senators and fifty-one Representatives to serve in the Legislature of the State of Hawaii;
4. Four members to serve on the Board of Trustees of the Office of Hawaiian Affairs;
5. One Mayor, one Prosecuting Attorney, and nine Councilmembers for the County of Hawaii;
6. Nine Councilmembers for the County of Maui;
7. One Prosecuting Attorney and seven Councilmembers for the County of Kauai; and
8. One Mayor, one Prosecuting Attorney, and five Councilmembers for the City and County of Honolulu.

We further proclaim that the General Election to be held on Tuesday, November 3, 2020, between the hours of 7:00 a.m. and 7:00 p.m. throughout the State of Hawaii shall also be conducted for the purpose of securing the approval or rejection by the electorate of the following:

1. Constitutional amendments, if any, to the Hawaii State Constitution proposed by the Thirtieth State Legislature;
2. Amendments and/or initiative questions, if any, to the County of Hawaii Charter and the Ordinances of the County;
3. Amendments and/or initiative questions, if any, to the County of Maui Charter and the Ordinances of the County;
4. Amendments and/or initiative questions, if any, to the County of Kauai Charter and the Ordinances of the County; and
5. Amendments and/or initiative questions, if any, to the Revised Charter of the City and County of Honolulu and the Revised Ordinances of the City and County of Honolulu.

We further proclaim that the following special or nonpartisan elections shall be held in conjunction with the Primary Election to be held on Saturday, August 8, 2020, and the General Election to be held on Tuesday, November 3, 2020, between the hours of 7:00 a.m. and 7:00 p.m. throughout the State of Hawaii:



1. A nonpartisan Primary Election held concurrently with the Primary Election and a nonpartisan General Election held concurrently with the General Election for the purpose of electing four members to the Board of Trustees of the Office of Hawaiian Affairs;
2. A nonpartisan First Special Election held concurrently with the Primary Election for the purpose of electing a Mayor, a Prosecuting Attorney, and nine Councilmembers for the County of Hawaii; and a possible nonpartisan Second Special Election held concurrently with the General Election in the event that no candidate at the nonpartisan First Special Election receives a majority of the votes cast in a contest where there is more than one candidate;
3. A nonpartisan First Special Election held concurrently with the Primary Election and a nonpartisan Second Special Election held concurrently with the General Election for the purpose of electing nine Councilmembers for the County of Maui;
4. A nonpartisan Primary Election held concurrently with the Primary Election and a nonpartisan General Election held concurrently with the General Election for the purpose of electing a Prosecuting Attorney and seven Councilmembers of the County of Kauai;
5. A nonpartisan First Special Election held concurrently with the Primary Election for the purpose of electing a Mayor, a Prosecuting Attorney, and five Councilmembers for the City and County of Honolulu; and a possible nonpartisan Second Special Election held concurrently with the General Election in the event that no candidate in the nonpartisan First Special Election receives a majority of the votes cast in a contest where there is more than one candidate.

#### VOTER SERVICE CENTERS

We further proclaim that pursuant to Sections 11-109 and 11-131, Hawaii Revised Statutes, voter service centers are established and operated by the Office of the County or City Clerk, Elections Division in their respective county. Voter service centers open ten business days prior to the election and on Election Day. The days and hours of operation are:

##### Primary Election:

July 27, 2020 through August 7, 2020  
Monday through Saturday, excluding Sundays  
8:00 a.m. to 4:30 p.m.

August 8, 2020  
7:00 a.m. to 7:00 p.m.

##### General Election:

October 20, 2020 through November 2, 2020  
Monday through Saturday, excluding Sundays  
8:00 a.m. to 4:30 p.m.

November 3, 2020  
7:00 a.m. to 7:00 p.m.

The services provided at the voter service centers include accessible in-person voting, same day voter registration, and collection of voted ballots. All voter service centers in the State of Hawaii are physically accessible or accessible through special administrative voting procedures to all eligible voters with disabilities and elderly voters. The locations are listed below:

<b>County of Hawaii Voter Service Centers</b>	
County of Hawaii Aupuni Center Conference Room	101 Pauahi Street, #1 Hilo, HI 96720
West Hawaii Civic Center Community Room Building G	74-5044 Ane Keohokalole Highway Kailua-Kona, HI 96740

<b>County of Maui Voter Service Centers</b>	
Lanai Police Station Conference Room	855 Fraser Avenue Lanai City, HI 96763
Mitchell Pauole Center Conference Room	90 Ainoa Street Kaunakakai, HI 96748
Velma McWayne Santos Community Center	395 Waena Street Wailuku, HI 96793

<b>County of Kauai Voter Service Center</b>	
Piikoi Building Conference Room A / B	4444 Rice Street Lihue, HI 96766

<b>City and County of Honolulu Voter Service Centers</b>	
Honolulu Hale	530 South King Street Honolulu, HI 96813
Kapolei Hale	1000 Uluohia Street Kapolei, HI 96707

PLACES OF DEPOSIT

We further proclaim that pursuant to Section 11-109, Hawaii Revised Statutes, places of deposit are established and operated by the Office of the County or City Clerk, Elections Division in their respective county.

Places of deposit are established for voters to drop off their voted mail ballot packet to be collected by the County Elections Division. The locations and hours of operation are listed below:

<b>County of Hawaii Places of Deposit</b>	
Hours of Operation	Locations
<p><b>Primary Election</b>                      July 27, 2020 through August 7, 2020                      Monday through Saturday                      8:00 a.m. to 4:30 p.m.</p> <p>August 8, 2020                      7:00 a.m. to 7:00 p.m.</p> <p><b>General Election</b>                      October 20, 2020 through November 2, 2020                      Monday through Saturday                      8:00 a.m. to 4:30 p.m.</p> <p>November 3, 2020                      7:00 a.m. to 7:00 p.m.</p>	<p>County of Hawaii Aupuni Center                      Conference Room                      101 Pauahi Street, #1                      Hilo, HI 96720</p>
<p><b>Primary Election</b>                      Open 24 hours a day from August 3, 2020                      through 7:00 p.m. on August 8, 2020</p> <p><b>General Election</b>                      Open 24 hours a day from October 27, 2020                      through 7:00 p.m. on November 3, 2020</p>	<p>Hawaii County Building                      25 Aupuni Street                      Hilo, HI 96720</p>
	<p>Naalehu Police Station                      95-5355 Mamalahoa Highway                      Naalehu, HI 96772</p>
	<p>Pahoa Police Station                      15-2615 Keaau-Pahoa Road                      Pahoa, HI 96778</p>
	<p>Rodney Yano Hall                      82-6156 Mamalahoa Highway                      Captain Cook, HI 96704</p>
	<p>Waimea Police Station                      67-5185 Kamamalu Street                      Waimea, HI 96743</p>
	<p>West Hawaii Civic Center                      74-5044 Ane Keohokalole Highway                      Kailua-Kona, HI 96740</p>

<b>County of Maui Places of Deposit</b>	
Hours of Operation	Locations
<p><b>Primary Election</b> August 3, 2020 through August 8, 2020 7:00 a.m. to 7:00 p.m.</p> <p><b>General Election</b> October 27, 2020 through November 3, 2020 7:00 a.m. to 7:00 p.m.</p>	<p>Aloha Aina Center 810 Kokomo Road Haiku, HI 96708</p>
<p><b>Primary Election</b> Open 24 hours a day from August 3, 2020 through 7:00 p.m. on August 8, 2020</p> <p><b>General Election</b> Open 24 hours a day from October 27, 2020 through 7:00 p.m. on November 3, 2020</p>	<p>Haiku Community Center Hana Highway at Piliialoha Street Haiku, HI 96708</p>
	<p>Hana Fire Station 4655 Hana Highway Hana, HI 96713</p>
	<p>Kahului Fire Station 200 Dairy Road Kahului, HI 96732</p>
	<p>Kalana O Maui County Building 200 S. High Street Wailuku, HI 96793</p>
	<p>Kihei Fire Station 11 Waimahaihai Street Kihei, HI 96753</p>
	<p>Kula Fire Station 50 Calasa Road Kula, HI 96790</p>
	<p>Lahaina Civic Center 1840 Honoapiilani Highway Lahaina, HI 96761</p>
	<p>Makawao Fire Station 134 Makawao Avenue Makawao, HI 96768</p>
	<p>Napili Fire Station 4950 Hanawai Street Lahaina, HI 96761</p>
	<p>Paia Community Center 252 Hana Highway Paia, HI 96779</p>
<p>Wailea Fire Station 300 Kilohana Drive Kihei, HI 96753</p>	

**County of Maui Places of Deposit (Continued)**

<p><b>Primary Election</b> July 27, 2020 through August 7, 2020 Monday through Saturday 8:00 a.m. to 4:30 p.m.</p> <p>August 8, 2020 7:00 a.m. to 7:00 p.m.</p> <p><b>General Election</b> October 20, 2020 through November 2, 2020 Monday through Saturday 8:00 a.m. to 4:30 p.m.</p> <p>November 3, 2020 7:00 a.m. to 7:00 p.m.</p>	<p>Lanai Police Station Conference Room 855 Fraser Avenue Lanai City, HI 96763</p>
	<p>Mitchell Pauole Center Conference Room 90 Ainoa Street Kaunakakai, HI 96748</p>
	<p>Velma McWayne Santos Community Center 395 Waena Street Wailuku, HI 96793</p>

**County of Kauai Places of Deposit**

Hours of Operation	Locations
<p><b>Primary Election</b> Open 24 hours a day from August 3, 2020 through 7:00 p.m. on August 8, 2020</p> <p><b>General Election</b> Open 24 hours a day from October 27, 2020 through 7:00 p.m. on November 3, 2020</p>	<p>Hanalei Fire Station 5-4390 Kuhio Highway Hanalei, HI 96714</p>
	<p>Hanapepe Fire Station 1-3787 Kaunualii Highway Hanapepe, HI 96716</p>
	<p>Kalaheo Fire Station 2-2480 Kaunualii Highway Kalaheo, HI 96741</p>
	<p>Kapaa Fire Station 4-757 Kuhio Highway Kapaa, HI 96746</p>
<p><b>Primary Election</b> August 3, 2020 through August 7, 2020 Monday through Friday 7:45 a.m. to 4:30 p.m.</p> <p><b>General Election</b> October 27, 2020 through November 2, 2020 Monday through Friday 7:45 a.m. to 4:30 p.m.</p>	<p>Kapule Building Lobby 4444 Rice Street Lihue, HI 96766</p>

**County of Kauai Places of Deposit (Continued)**

<p><b>Primary Election</b>                  July 27, 2020 through August 7, 2020                  Monday through Friday                  7:45 a.m. to 4:30 p.m.                  Saturday                  8:00 a.m. to 4:30 p.m.</p> <p>August 8, 2020                  7:00 a.m. to 7:00 p.m.</p> <p><b>General Election</b>                  October 20, 2020 through November 2, 2020                  Monday through Friday                  7:45 a.m. to 4:30 p.m.                  Saturday                  8:00 a.m. to 4:30 p.m.</p> <p>November 3, 2020                  7:00 a.m. to 7:00 p.m.</p>	<p>Elections Division                  Office of the County Clerk                  4386 Rice Street, Room 101                  Lihue, HI 96766</p>
<p><b>Primary Election</b>                  July 27, 2020 through August 7, 2020                  Monday through Saturday                  8:00 a.m. to 4:30 p.m.</p> <p>August 8, 2020                  7:00 a.m. to 7:00 p.m.</p> <p><b>General Election</b>                  October 20, 2020 through November 2, 2020                  Monday through Saturday                  8:00 a.m. to 4:30 p.m.</p> <p>November 3, 2020                  7:00 a.m. to 7:00 p.m.</p>	<p>Piikoi Building                  Conference Room A / B                  4444 Rice Street                  Lihue, HI 96766</p>

**City and County of Honolulu Places of Deposit**

Hours of Operation	Locations
<p><b>Primary Election</b>                  Open daily in accordance with park hours from July 21, 2020 through 7:00 p.m. on August 8, 2020</p> <p><b>General Election</b>                  Open daily in accordance with park hours from October 16, 2020 through 7:00 p.m. on November 3, 2020</p>	<p>Hawaii Kai Park and Ride                  240 Keahole Street                  Honolulu, HI 96825</p> <p>Kaneohe District Park                  45-660 Keaahala Road                  Kaneohe, HI 96744</p>
	<p>Kahuku District Park                  56-170 Pualalea Street                  Kahuku, HI 96731</p>

### City and County of Honolulu Places of Deposit (Continued)

	Mililani Park and Ride 95-1101 Ukuwai Street Mililani, HI 96789
	Neal S. Blaisdell Park 98-319 Kamehameha Highway Aiea, HI 96701
	Waianae District Park 85-601 Farrington Highway Waianae, HI 96792
<b>Primary Election</b> July 22, 2020 through August 7, 2020 Monday through Friday 7:45 a.m. to 4:30 p.m.  August 8, 2020 7:00 a.m. to 7:00 p.m.	Honolulu Hale 530 South King Street Honolulu, HI 96813
<b>General Election</b> October 16, 2020 through November 2, 2020 Monday through Friday 7:45 a.m. to 4:30 p.m.  November 3, 2020 7:00 a.m. to 7:00 p.m.	Kapolei Hale 1000 Uluohia Street Kapolei, HI 96707

### CONGRESSIONAL DISTRICTS

There shall be one Representative nominated and elected to the House of Representatives of the United States Congress from each of the following congressional districts for the State of Hawaii: first congressional district and second congressional district.

### STATE SENATORIAL DISTRICTS

There shall be one Senator nominated and elected to the Senate of the State Legislature from each of the following senatorial districts: second senatorial district, fifth senatorial district, eighth senatorial district, ninth senatorial district, tenth senatorial district, eleventh senatorial district, thirteenth senatorial district, fourteenth senatorial district, fifteenth senatorial district, nineteenth senatorial district, twentieth senatorial district, twenty-second senatorial district, twenty-fifth senatorial district.

### REPRESENTATIVE DISTRICTS

There shall be one Representative nominated and elected to the House of Representatives of the State Legislature from each of the fifty-one representative districts.

BOARD OF TRUSTEES OF THE OFFICE OF HAWAIIAN AFFAIRS

There shall be four members of the Board of Trustees of the Office of Hawaiian Affairs who shall be elected at-large. At least one member shall be a resident of the island of Hawaii, one shall be a resident of the island of Molokai, and one shall be a resident of the island of Kauai.

MAYORS

There shall be one Mayor nominated and elected for the County of Hawaii. There shall be one Mayor nominated and elected for the City and County of Honolulu.

PROSECUTING ATTORNEY

There shall be one Prosecuting Attorney nominated and elected for the County of Hawaii. There shall be one Prosecuting Attorney nominated and elected for the County of Kauai. There shall be one Prosecuting Attorney nominated and elected for the City and County of Honolulu.

CITY AND/OR COUNTY COUNCILS

There shall be nine Councilmembers nominated and elected to the Hawaii County Council. At least one shall be a resident of the first district, one a resident of the second district, one a resident of the third district, one a resident of the fourth district, one a resident of the fifth district, one a resident of the sixth district, one a resident of the seventh district, one a resident of the eighth district, and one a resident of the ninth district.

There shall be nine Councilmembers nominated and elected at-large to the Maui County Council. At least one shall be a resident of the residency area of East Maui, one a resident of the residency area of West Maui, one a resident of the residency area of Wailuku-Waihee-Waikapu, one a resident of the residency area of Kahului, one a resident of the residency area of South Maui, one a resident of the residency area of Makawao-Haiku-Paia, one a resident of the residency area of Upcountry, one a resident of the island of Lanai, and one a resident of the island of Molokai, except that portion defined as the County of Kalawao.

There shall be seven Councilmembers nominated and elected at-large to the Kauai County Council.

There shall be five Councilmembers nominated and elected to the Honolulu City Council. At least one shall be a resident of the first district, one a resident of the third district, one a resident of the fifth district, one a resident of the seventh district, and one a resident of the ninth district.

TERMS OF OFFICE

The terms for which candidates are to be nominated and/or elected are as follows:

President and Vice President	Four years (noon, January 20, 2021 to noon, January 20, 2025)
United States Representatives (Districts I and II)	Two years (noon, January 3, 2021 to noon, January 3, 2023)



Terms of Office (Continued)

State Senators (Districts 2, 5, 8, 9, 10, 11, 13, 14, 15, 19, 20, 22, 25)	Two years (November 3, 2020 to November 8, 2022)  Due to reapportionment in 2021, State Senators elected in 2020 will have a two year term pursuant to the Hawaii State Constitution, Article IV, Sections 7 and 8.
State Representatives (Districts 1 – 51)	Two years (November 3, 2020 to November 8, 2022)
Office of Hawaiian Affairs Trustees (Hawaii, Molokai, Kauai, At-Large)	Four years (November 3, 2020 to November 5, 2024)
Mayor, County of Hawaii	Four years (noon, December 7, 2020 to noon, December 2, 2024)
Mayor, City and County of Honolulu	Four years (noon, January 2, 2021 to noon, January 2, 2025)
Prosecuting Attorney, County of Hawaii	Four years (noon, December 7, 2020 to noon, December 2, 2024)
Prosecuting Attorney, County of Kauai	Four years (noon, December 1, 2020 to noon, December 2, 2024)
Prosecuting Attorney, City and County of Honolulu	Four years (noon, January 2, 2021 to noon, January 2, 2025)
Councilmembers, County of Hawaii (Districts 1 – 9)	Two years (noon, December 7, 2020 to noon, December 5, 2022)
Councilmembers, County of Maui (East Maui, West Maui, Wailuku-Waihee-Waikapu, Kahului, South Maui, Makawao-Haiku-Paia, Upcountry, Lanai, Molokai)	Two years (noon, January 2, 2021 to noon, January 2, 2023)
Councilmembers, County of Kauai (At-Large, 7 seats)	Two years (noon, December 1, 2020 to noon, December 1, 2022)
Councilmembers, City and County of Honolulu (Districts I, III, V, VII, IX)	Four years (noon, January 2, 2021 to noon, January 2, 2025)

On the days and at the hours aforementioned and places attached, we call upon all the qualified and registered electors of the State of Hawaii for the purpose hereinabove given.

We further proclaim that pursuant to Section 11-41, Hawaii Revised Statutes, notice is hereby given that the Boards of Registration of the Counties of Hawaii, Maui, and Kauai shall sit in the offices of the County Clerks of their respective counties and the Board of Registration of the City and County of Honolulu shall sit in the Hawaii State Capitol, from 7:00 a.m. until the close of voting, on August 8, 2020 and November 3, 2020, for the purpose of considering complaints and appeals relative to the eligibility to vote or the registration of voters for the 2020 Primary and General Election. The Boards shall also sit at such other times as the clerk determines within the various representative districts in their respective counties to hear appeals, provided there are any, from the voters registered within such districts. The boards shall continue their sittings until all appeals have been heard.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Hawaii to be affixed.

DONE at the Office of Elections, in Pearl City, State of Hawaii, this 15th day of May, 2020.

SCOTT T. NAGO, CHIEF ELECTION OFFICER,  
State of Hawaii

JON HENRICKS, COUNTY CLERK,  
County of Hawaii

KATHY KAOHU, COUNTY CLERK,  
County of Maui

JADE K. FOUNTAIN-TANIGAWA, COUNTY CLERK,  
County of Kauai

GLEN I. TAKAHASHI, CITY CLERK,  
City and County of Honolulu

ALL BY:

SCOTT T. NAGO  
Chief Election Officer, State of Hawaii

## SUPPLEMENTAL PROCLAMATION

WHEREAS, the proclamation, issued on May 15, 2020, declared the upcoming elections and included a statement concerning the places of deposit;

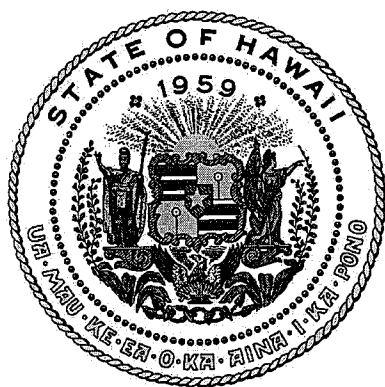
WHEREAS, pursuant to §11-109, Hawai'i Revised Statutes, the clerk of each county may designate and provide for Places of Deposit as an option for submitting a return envelope containing a voted ballot; and

WHEREAS, the clerk of each county desires to designate additional Places of Deposit or to amend their hours of operation for purposes of the 2020 General Election;

WHEREAS, the Clerk of the City and County of Honolulu, the Clerk of the County of Hawaii, and the Clerk of the County of Kauai have issued proclamations, dated September 18, 2020, September 29, 2020, and September 30, 2020, respectively, reflecting these changes in their counties;

WHEREAS, the Clerk of the County of Maui has requested that this supplemental proclamation serve as the announcement that the places of deposit in the County of Maui, with the exception of the 3 locations that are established as voter service centers, will open on October 8, 2020. The places of deposit at Lanai Police Station Conference Room, Mitchell Pauole Center Conference Room, and Velma McWayne Santos Community Center, as listed on the Proclamation of May 15, 2020 will open, as noticed, on October 20, 2020;

NOW, THEREFORE, with the other provisions of the Proclamation of May 15, 2020, as amended, remaining in full force and effect, I hereby incorporate by reference and proclaim the operation of Places of Deposit throughout the State of Hawaii consistent with the present proclamation.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Hawaii to be affixed.

DONE at the Office of Elections, in Pearl City, State of Hawaii, this 1st day of October 2020.

A handwritten signature in black ink, appearing to read "Scott T. Nago".

SCOTT T. NAGO  
Chief Election Officer  
State of Hawaii

## SUPPLEMENTAL PROCLAMATION

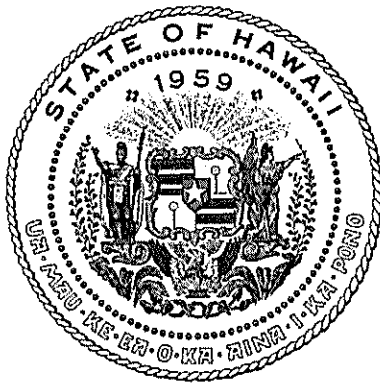
WHEREAS, the proclamation, issued on May 15, 2020, declared the upcoming elections and included a statement concerning the places of deposit and voter service centers;

WHEREAS, pursuant to §11-109, Hawaii Revised Statutes, the clerk of each county may designate voter service centers and places of deposit to service the needs of a county's voters;

WHEREAS, an amended proclamation and a supplemental proclamation were issued on July 10, 2020 and October 1, 2020, respectively;

WHEREAS, the Clerk of the County of Maui has informed this office that the voter service center and place of deposit associated with the Lanai Police Station is no longer available due to the rapidly changing circumstances surrounding COVID-19 and that the voter service center and place of deposit located on the island of Lanai will now be located at the Lanai Council District Office, Lanai Community Center, 8th Street, Lanai City, Hawaii 96763;

NOW, THEREFORE, with the other provisions of the Proclamation of May 15, 2020, as amended and supplemented, remaining in full force and effect, I hereby incorporate by reference and proclaim the operation of the voter service center and place of deposit on the island of Lanai consistent with the present proclamation.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Hawaii to be affixed.

DONE at the Office of Elections, in Pearl City, State of Hawaii, this 25th day of October 2020.

A handwritten signature in black ink, appearing to read 'Scott T. Nago', written in a cursive style.

SCOTT T. NAGO  
Chief Election Officer  
State of Hawaii



# VOTER SERVICE CENTER

# Voter Service Center Application

- It is **MANDATORY** for voters to fill this application out, if they want to vote at the Voter Service Center.
- The sections that are **highlighted**, need to be filled out by the voter before they register or vote.
- This application will update their information before they vote at the Service Center, so they will not have to fill out a separate Voter Registration Application.
- After the voter fills out the app, the Precinct Worker is required to call Jamie, to add a voter or make changes to their Voter Registration before they can vote. If Jamie doesn't answer, call the main office and you can ask to speak to Marielle or Keapo.
- Jamie (808)270-6297
- Main Office, Marielle/Keapo (808)270-7749

# Section I

- Line 1, first and last name.
- Line 2, Hawaii State ID or Drivers License. If not, the last 4-digits of Social Security number is acceptable.
- Line 3, Date of Birth is important! Phone number and email are optional, but it would be helpful if they had it!
- Line 4 & 5 need to be completely-filled out, in order, for us to give them the correct ballot.
- Line 6, if the residence is off the grid, give landmarks. If houseless, please give specifics. (ex: Coconut tree in front of Kahului Longs.)
- Line 7, if the voter is a new Hawaii resident and was registered in another state, they must fill this out.

# Voter Section

(VOTER ID #)

## VOTER SERVICE CENTER REGISTRATION AFFIDAVIT (State of Hawaii Registered Voters Only)

Office Use Only HRS § 11-20

I hereby swear (or affirm) the following information is true and correct:

DOCUMENT NUMBER

Section I. Print clearly in black ink. Failure to complete all items will prevent acceptance of this application.

1	Last Name <b>BELCHER</b>	First Name <b>LINDA</b>	Middle Initial(s) <b>F</b>	Suffix (Jr., III, etc.)
2	Hawai'i Driver License or Hawai'i State ID Number <b>H00000001</b>	<input type="checkbox"/> I do NOT have a Hawai'i Driver's License or Hawai'i State ID Provide the last 4-digits of your Social Security Number: <b>5555</b> -OR- <input type="checkbox"/> I do NOT have a Hawai'i Driver's License, Hawai'i State ID, or SSN		
3	Date of Birth <b>12/31/1905</b>	Phone Number <b>808-555-5555</b>	Email Address <b>maui@gmail.com</b>	
4	RESIDENCE Address in Hawaii (PO Box, R.R., S.R., are NOT acceptable) <b>111 S. PAPA AVE</b>	Apt. No. <b># 12</b>	City <b>KAHULUI</b>	Zip Code <b>96732</b>
5	MAILING Address in Hawaii <b>PO BOX 0</b>	Apt. No.	City <b>WAILUKU</b>	Zip Code <b>96793</b>
6	If your residence does not have a street address, describe the location of your residence (cross streets, landmarks, etc.) <b>[REDACTED]</b>			
7	Are you registered to vote in another State? <input type="checkbox"/> YES. I hereby authorize cancellation of my previous registration. Complete box 7b.	7b	Last Registered Address, County, State, and Zip Code	



# Section II

- **Line 8, all five questions must be answered 'YES', if not, they are not eligible to register or vote.** If they do not mark anything for any of the questions, the application should not be pushed forward, and they should not vote.
- A voter will NOT qualify if:
  - They are NOT a citizen of the United States of America. (Green cards are not acceptable)
  - They are NOT at least 16 years of age. (15 years or younger)
  - They are NOT a resident of Hawaii.
  - They have voted else where and are trying to vote in Hawaii.
  - They are providing false information. (Which is a class C Felony)

# Voter Section

## READ AND SIGN BELOW

Warning: Any person who knowingly furnishes false information may be guilty of a class C felony.

I hereby swear (or affirm) that:


- 8
- A. I am a citizen of the United States of America. Non-U.S. citizens including U.S. national do NOT qualify.  YES [ ] NO
  - B. I am at least 16 years of age and I understand that I must be 18 years old by election day to vote.  YES [ ] NO
  - C. I am a resident of the State of Hawaii. The residence stated in this affidavit is not simply because of my presence in the State, but that the residence was acquired with the intent to make Hawai'i my legal residence with all the accompanying obligations therein.  YES [ ] NO
  - D. I have not voted and will not attempt to vote again in this election and have not cast and will not cast any absentee ballot pursuant to Chapter 15, Hawai'i Revised Statutes, in this election.  YES [ ] NO
  - E. I acknowledge that providing false information on this affidavit may result in a class C felony, punishable by a fine not exceeding \$1,000 or imprisonment not exceeding five years, or both.  YES [ ] NO

**If you checked "NO" in response to any of the above affirmations, you are not eligible to register to vote and/or vote. Do not complete this affidavit.**

# Signature & Date

- Voter needs to sign the application to verify that all information is correct.
- If the voter needs help with their application and needs a witness:
  - The voter will make a mark in the signature box. It can be an 'X'.
  - Then, the witness will sign, in the witness box with their address, phone number and date.

# Voter To Sign & Date

9	Signature or Mark of Applicant (Only signature or mark of applicant is acceptable)  <i>Linda Bullock</i>	Date 11/3/2020
	Witness Signature, Address, and Phone Number (Required only if applicant makes a mark)	Date
<b>NOTICE:</b> Pursuant to HRS § 11-20, the City/County Clerks may use this application to transfer a voter to the proper precinct to correspond with the residence address given above.		

# Chair's & PO's

- Office Use Only is for the Chair's and PO's to fill out when the voter is done filling out the application and the Chair or PO will confirm that everything is correctly filled out.
- The Precinct Worker helping the voter will write:
  - Initials (The Precinct Workers)
  - Date
  - District/precinct the voter is from
  - Check off EDR, if the voter is New.
- At the end of the phone call with the Election's Office, they will give the Precinct Worker a Voter ID number. Please write this in the upper left-hand corner.

# Chair's and PO's

Office Use Only	Remarks:		<i>LABEL</i>			Office Use Only
	<b>Issued By:</b> UM	<b>Date:</b> 11/3/20				

## DC TEAM LIST OF ACTIVITIES

1. Arrive at County building at 5:00PM
2. Report on bus and proceed to assigned ballot drop box location
3. After arrival to drop box location,
  - The box should be locked up exactly at 7:00PM however, if people are in line
  - allow them to drop off their ballot in the box
  - Do not allow any voters into the line after 7:00PM instead,
  - Accept their ballot and put into an envelope
4. **Start Place of Deposit Checklist**
  - **Take picture with your hand opening the box.**
5. Remove all ballots
  - By removing the inside tray
  - Take out ballots and put into transport container
6. Place Seal on transport container to lock it
  - **Take picture of the transport container with the seal number(s) visible.**
7. Lock ballot box
  - **Take a picture of the locked ballot box.**
8. **Finish and submit Place of Deposit Checklist**
  - If someone brings a ballot after the box is locked
  - Accept the ballot and put in an envelope
  - If they ask if their ballot is going to be counted
  - **Do not say yes or no**
  - **Just say you will take it back to the processing center**
  - If they continue to ask questions, tell them to call the Elections Division at (808)270-7749
8. Return to building

## Place of Deposit Checklist

- **Once you have arrived at the drop box location open Survey123 and click on *Place of Deposit Checklist***
- **Click Inbox on bottom right of screen**
- **Click Refresh on bottom right of screen**
- **Select the survey that pops up**
- **Start to fill out the survey and then take the picture required to show the box is unlocked by opening it with your hand**
- **Collect Ballots and then take picture of sealed transport container with seal numbers once finished.**
- **Take picture of the empty container and bottom of the box together**
- **Put container back inside and lock the drop box**
- **Take picture of locked drop box**
- **Report problems if any**
- **Finish survey and submit.**