

REQUIRED SUPPLEMENT: YOUR CURRENT CREDIT REPORT

Commencing September 1, 2011, all applicants and petitioners are required to provide the Commission with a copy of his/her current credit report as a **separate** supplemental to his/her application/petition. Previous to September 1, 2011, all applicants/petitioners were required to give their consent to the Commission's acquisition of credit reports, which the Commission paid at its expense. The Commission has discontinued this practice, and now requires all applicants and petitioners to follow the instructions below.

1. Include a copy of your current credit report with your application/petition as a separate supplement.
 - (a) **Applicant:** Your credit report must have been obtained, and be dated, at least one week after the press release date of the Notice of Judicial Vacancy announced on the [Commission's home page](#).
 - (b) **Petitioner:** Your credit report must have been obtained, and be dated, at least one week prior to submitting your Petition to the Commission.

Please do not physically attach the report to your application/petition but submit it as a separate document together with your application/petition.

All credit reports will be considered part of the confidential files and records of the Commission and you should not provide it as part of your application/petition to anyone outside the Commission.

2. If you are not a subscriber to a credit reporting service, you are entitled to receive one FREE credit report every 12 months from each of the nationwide consumer credit reporting companies—Experian, Equifax and TransUnion. This free credit report can be filled out online and obtained by going to the website <https://www.annualcreditreport.com>. PLEASE NOTE: If you contact the three nationwide consumer reporting companies by any other means or at another website address, you may have to pay for a report that you would otherwise be entitled to obtain for free. Each consumer reporting company may charge you up to \$10.50 to purchase an additional copy of your report within a 12-month period.
3. It is entirely your choice whether you order all three credit reports at the same time or order one now and others later. The advantage of ordering all three at the same time is that you can compare them. However, if you do so all at once, you will not be eligible for another free credit report for 12 months. Ordering from only one company at a time will enable you to keep track of any changes or new information that may appear on your credit report.
4. The Judiciary of the State of Hawai'i has made it a practice of requesting that all applicants for per diem judgeships utilize the company Experian. The Commission similarly requests (but does not require) that each applicant/petitioner follow this practice and utilize Experian in the first instance; the report is viewable immediately. Print your credit report and include your credit report with your application/petition.
5. Your credit report submitted with your full Application to the Commission is good for one year. If another vacancy occurs within one year of your full Application and you submit a Supplemental Application, you do not have to submit another credit report unless you have updates from your last submitted credit report.

Your credit report will be kept confidential and reviewed only by the commission members/staff. It will be considered a commission record and you are advised not to submit it with your application/petition to any other reviewing authority or appointing authority.