

**Administrative Driver's License Revocation Office ("ADLRO")**

American Savings Bank Tower, 1001 Bishop Street, Fifth Floor, Suite 500

Honolulu, Hawai'i 96813

Telephone: (808) 534-6800 / Toll Free: (866) 826-5656 / Fax: (808) 534-6888

Email: Respondents.ADLRO@courts.hawaii.govWebsite: www.courts.state.hi.us/courts/administrative/adlro.html**REQUEST FOR COPIES**

Date: _____

Last Four Digits of SSN: _____

Case Name: _____

Date of Arrest: _____

Case No: _____

Copies requested by: _____Name of Respondent/Authorized Rep or Requestor (**print**) _____

Address _____

Request a copy of the following documents:

- ☐ Entire case file
- ☐ OBTS
- ☐ Notice of Administrative License Revocation
- ☐ Sanctions and Implied Consent
- ☐ Sworn Statement of Arresting Officer
- ☐ Police Reports
- ☐ Field Sobriety Test Report
- ☐ Sworn Statement of Intoxilyzer Operator
- ☐ Sworn Statement of Intoxilyzer Supervisor
- ☐ Sworn Statement of Blood Test Analyst/Addendum
- ☐ Sworn Statement of Roadblock Supervisor
- ☐ Traffic Violator History
- ☐ Ignition Interlock Permit (IIP)
- ☐ Employee Driver's Permit (EDP)
- ☐ Relicensing Form
- ☐ Certified Copy of Driver's License
- ☐ Other: _____

_____**FOR ADLRO USE ONLY**Number of pages copied: _____
(double-sided counts as two pages copied)Regular Service Copy:
\$0.15 per page _____Rush Copy:
\$1.00 per page* _____

\$2.00 handling fee** _____

Postage, if applicable** _____

Fax:
Additional Charge + _____**Total Due:** _____Please make check (pre-printed with name and address) or money order payable to **State Director of Finance.**

*Same business day if request and proof of payment received by 12:00 noon, HST.

**Applies to both Regular Service and Rush requests, in addition to copy costs.

+\$2.00 first page, \$1.00 each additional page within HI; \$5.00 first page, \$2.00 each additional page outside HI.

See "Schedule of Administrative Fees":
<http://www.courts.state.hi.us/courts/administrative/adlro.html>

The cost of copying documents for respondents who request a hearing is included in the \$30 administrative hearing fee. See HRS §291E-39. For all other requests, non-refundable prepayment in full of amount specified above is required. Cash, money order or check accepted. Requests for records are processed in accordance with Hawai'i Court Records Rules, including appropriate redactions: http://www.courts.state.hi.us/legal_references/rules/rulesOfCourt.html

Copies ready: _____

Signature of person picking up the copies _____

Pick up date _____