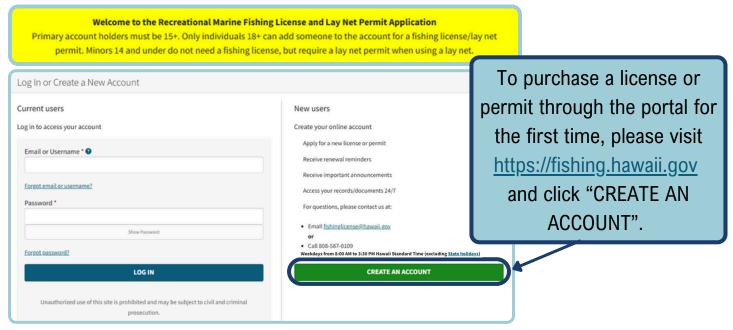# LICENSING PORTAL HOW-TO GUIDE

This guide serves as a tool for the navigation and usage of The State of Hawaiʻi Department of Land and Natural Resources (DLNR) Division of Aquatic Resources (DAR) online license/permit portal. (https://fishing.hawaii.gov)
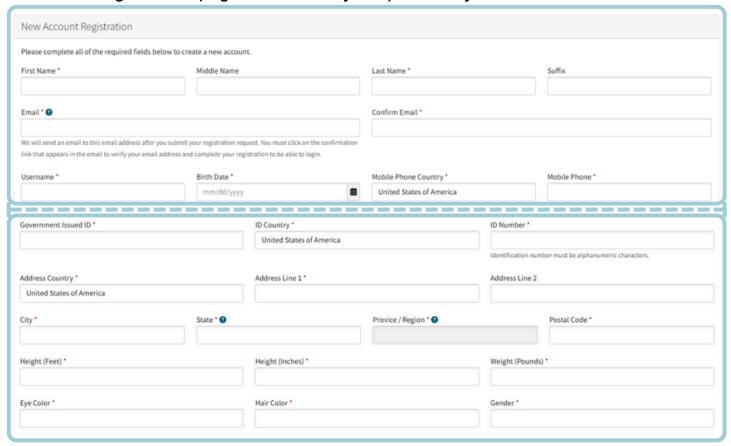
Table of Contents

CREATE AN ACCOUNT

Welcome to the Recreational Marine Fishing License and Lay Net Permit Application

Primary account holders must be 15+. Only individuals 18+ can add someone to the account for a fishing license/lay net permit. Minors 14 and under do not need a fishing license, but require a lay net permit when using a lay net.

Log In or Create a New Account

Current users

Log in to access your account

Email or Username * ❓

Forgot email or username?

Password *

Show Password

Forgot password?

LOG IN

Unauthorized use of this site is prohibited and may be subject to civil and criminal prosecution.

New users

Create your online account

- Apply for a new license or permit
- Receive renewal reminders
- Receive important announcements
- Access your records/documents 24/7
- For questions, please contact us at:
  - Email fishinglicense@hawaii.gov
    or
  - Call 808-587-0109
    Weekdays from 8:00 AM to 3:30 PM Hawaii Standard Time (excluding State holidays)

CREATE AN ACCOUNT

> To purchase a license or permit through the portal for the first time, please visit https://fishing.hawaii.gov and click "CREATE AN ACCOUNT".

The registration page will ask for your personally identifiable information

New Account Registration

Please complete all of the required fields below to create a new account.

First Name *

Middle Name

Last Name *

Suffix

Email * ❓

Confirm Email *

We will send an email to this email address after you submit your registration request. You must click on the confirmation link that appears in the email to verify your email address and complete your registration to be able to login.

Username *

Birth Date *
mm/dd/yyyy 📅

Mobile Phone Country *
United States of America

Mobile Phone *

Government Issued ID *

ID Country *
United States of America

ID Number *
Identification number must be alphanumeric characters.

Address Country *
United States of America

Address Line 1 *

Address Line 2

City *

State * ❓

Provice / Region * ❓

Postal Code *

Height (Feet) *

Height (Inches) *

Weight (Pounds) *

Eye Color *

Hair Color *

Gender *

CREATE AN ACCOUNT

When entering your mailing address, a popup will appear with United States Postal Service (USPS) Address Verification. This function is enabled during account creation, the "Address" tab, and "Account users" tab when adding additional users.

Verify your mailing address ✕

Review the suggested address from USPS and choose one to use.

◉ **USPS Suggested Address:**
1151 PUNCHBOWL ST
STE 330
HONOLULU, HI 96813-3088

USE THIS ADDRESS

○ **Your Entered Address:**
1151 Punchbowl Street
Room 330
Honolulu, HI 96815

If a valid address is identified, the USPS validated and standardized version will be offered.

In cases of an invalid address, or one that the system cannot recognize, the originally entered address will be accepted.
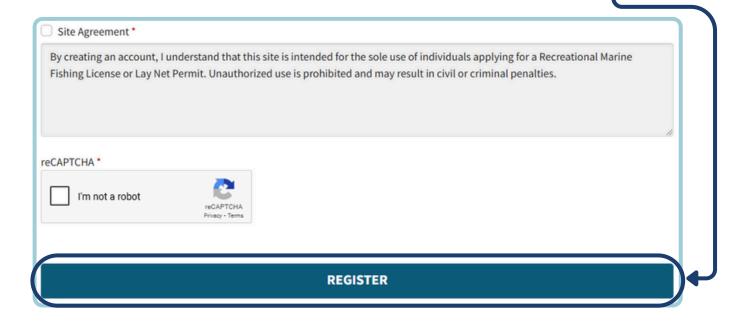
These rules do not apply for international addresses.

CREATE AN ACCOUNT

Password requirements

✕ At least one lower case letter
✕ At least one upper case letter
✕ At least one number
✕ At least one of these symbols [!@#^&*()+_,-[]?-]
✕ Minimum 8 characters
✕ Maximum 20 characters
✕ Password matches password confirmation

New Password *

Confirm Password *

Show Password

Show Password

You will then be asked to create a password that meets the requirements displayed in red.

Finally, after clicking the two boxes confirming you have read and agree to the Site Agreement and the reCAPTCHA, you will be able to click "REGISTER".

☐ Site Agreement *

By creating an account, I understand that this site is intended for the sole use of individuals applying for a Recreational Marine Fishing License or Lay Net Permit. Unauthorized use is prohibited and may result in civil or criminal penalties.

reCAPTCHA *

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

REGISTER

When you are redirected to the login page and see the message below, check your email for a message with subject "DLNR-DAR: Please Activate Your Account". Click the activation link and then follow the directions for how to log in to your account.

You have successfully registered. However in order to login, please verify your email address by clicking the activation link that has been sent to   *[your email]*

LOG IN TO YOUR ACCOUNT

If you have already created an account for https://fishing.hawaii.gov, enter your Email or Username and Password and then click "LOG IN".

Click the box underneath "Where Should We Send Your Code?", select your preferred contact method from the drop down menu. Then click "SEND ME A CODE". The email should arrive within a minute.

Once you see this screen, check your inbox for an email with the subject line "DLNR-DAR: Security Verification Code" to retrieve the code.

Note: If you do not see the email in your inbox, check your spam/junk folders.

After you enter your code, click "LOG IN".

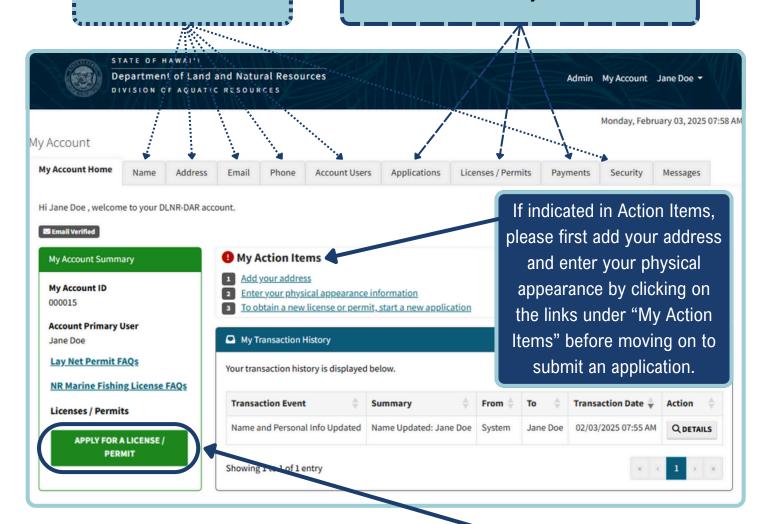You will then be redirected to your My Account page.

SITE NAVIGATION

This is your My Account Home tab. Click on each grey tab to navigate between sections.

Use these tabs to update your account information

Use these tabs to view applications, licenses, permits, and payments associated with your account.

If indicated in Action Items, please first add your address and enter your physical appearance by clicking on the links under "My Action Items" before moving on to submit an application.

To start a new application, click "APPLY FOR A LICENSE/PERMIT".
This button is also available in the Applications & Licenses/Permits tabs.

COMPLETE ACCOUNT INFORMATION

This is your Account Users tab where you can view and edit account holder information as well as view and add up to nine (9) additional accounts. Before applying for a license or permit for another individual, you will need to first create a profile by clicking "ADD ADDITIONAL USER".

When you have entered all required information, click "SAVE CHANGES" to return to Account Users page

Navigate to the Applications tab by clicking on the tab directly or the "APPLY FOR A LICENSE/PERMIT" button in My Account Home or Licenses/Permits tabs.

To start a new application, click "APPLY FOR A LICENSE/PERMIT".

Step 1 will ask you for:
1. License/Permit Type
2. License Start Date*
3. License Holder

* Once you submit your license application, you are able to change the date once, and only in certain instances (read more)

When you have entered all required information, click "SAVE AND GO TO STEP 2".

Step 2 will ask you about how and where you plan to use your license.

1. Will this license be used during a fishing charter trip? *

   ● Yes   ○ No

   Please provide the charter company's name *

   [   ]

If you plan to use the license during a commercial fishing charter trip, you will be prompted to provide the charter company's name.

New License / Permit Application

Step 1: License / Permit Information	Step 2: Questions	Step 3: Application Review	Step 4: Affirmation	Step 5: Payment	Step 6: Confirmation

Step 2: Questions

Current Application

Application ID
000526

Application Type
New License / Permit Application

License / Permit Type
Nonresident Recreational Marine Fishing License (1 Day)

Application Status
In Progress

All questions must be answered completely and truthfully. Falsification or misrepresentation of any information, including the omission of material facts, may result in the refusal, suspension, denial, conditioning, or revocation of your license or permit.

1. Will this license be used during a fishing charter trip? *

   ○ Yes   ○ No

2. Please indicate on which Hawaiian island(s) you will be fishing or where your commercial charter is located? *

   ☐ Hawaii   ☐ Kauai   ☐ Lanai   ☐ Maui   ☐ Molokai   ☐ Oahu

   ‹ BACK TO STEP 1   🖫 SAVE AND GO TO STEP 3

   * denotes required fields

When you have entered all required information, click "SAVE AND GO TO STEP 3".

Step 3 will ask you to review your permit application and correct any errors or missing fields if you have not completed your account information - marked with a red **X** to the left of a category title. Click "Edit" to make changes.

New License / Permit Application

| Step 1: License / Permit Information | Step 2: Questions | **Step 3: Application Review** | Step 4: Affirmation | Step 5: Payment | Step 6: Confirmation |

Step 3: Application Review

Current Application

Application ID
000526

Application Type
New License / Permit Application

License / Permit Type
Nonresident Recreational Marine Fishing License (1 Day)

Application Status
In Progress

Here are the results of your application review. If there are any validation errors (**X**), you will not be able to proceed to the next step until you make the corrections.

✓ **License Information**   Edit

License / Permit Type	Start Date	End Date
Nonresident Recreational Marine Fishing License (1 Day)	02/04/2025	02/04/2025

✓ **License Holder Name and Birth Date**   Edit

First Name	Middle Name	Last Name	Suffix	Birth Date
Jane		Doe		01/01/2000

X License Holder Physical Appearance Information   Edit

Message
Please specify the license holder's physical appearance information.

When all errors have been corrected, only green checkmarks will appear to the left of each category, and you will be able to continue. Click the "SAVE AND GO TO STEP 4" button.

< BACK TO STEP 2   🖫 SAVE AND GO TO STEP 4

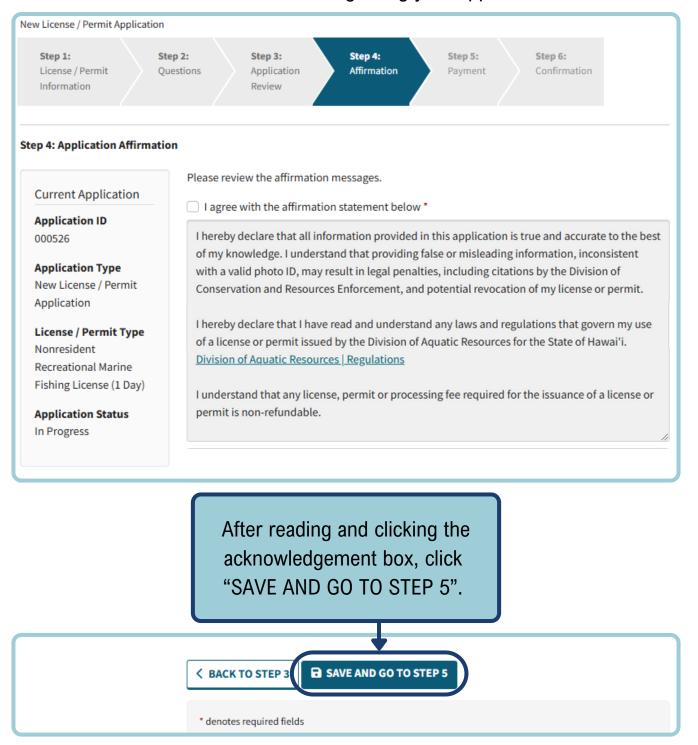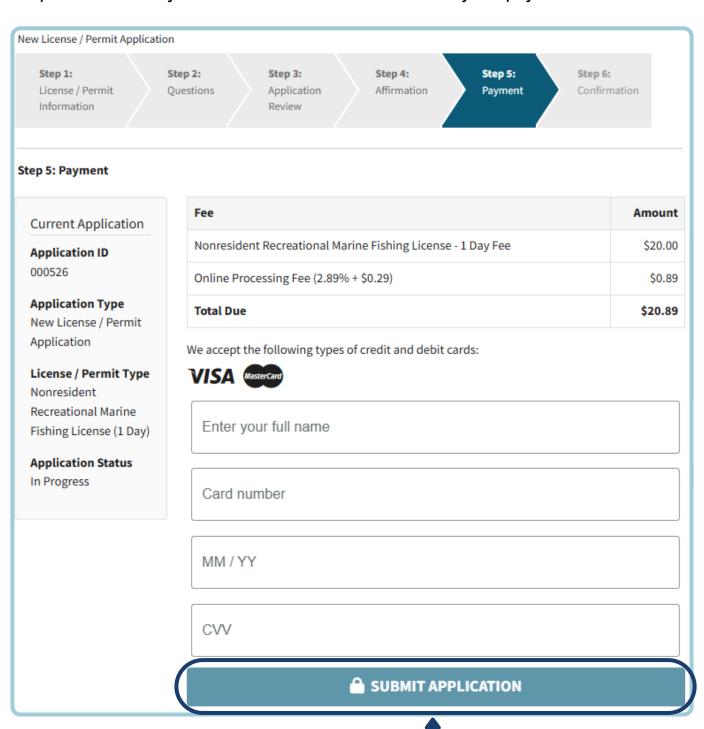Step 4 will ask you to review and acknowledge three affirmation statements regarding your application.

New License / Permit Application

| Step 1:
License / Permit Information | Step 2:
Questions | Step 3:
Application Review | Step 4:
Affirmation | Step 5:
Payment | Step 6:
Confirmation |

Step 4: Application Affirmation

Current Application

Application ID
000526

Application Type
New License / Permit Application

License / Permit Type
Nonresident Recreational Marine Fishing License (1 Day)

Application Status
In Progress

Please review the affirmation messages.

☐ I agree with the affirmation statement below *

I hereby declare that all information provided in this application is true and accurate to the best of my knowledge. I understand that providing false or misleading information, inconsistent with a valid photo ID, may result in legal penalties, including citations by the Division of Conservation and Resources Enforcement, and potential revocation of my license or permit.

I hereby declare that I have read and understand any laws and regulations that govern my use of a license or permit issued by the Division of Aquatic Resources for the State of Hawai'i.
Division of Aquatic Resources | Regulations

I understand that any license, permit or processing fee required for the issuance of a license or permit is non-refundable.

After reading and clicking the acknowledgement box, click "SAVE AND GO TO STEP 5".

‹ BACK TO STEP 3   💾 SAVE AND GO TO STEP 5

* denotes required fields

APPLY FOR A LICENSE - STEP 5

Step 5 will review your total amount due and ask for your payment information.

New License / Permit Application

Step 1: License / Permit Information	Step 2: Questions	Step 3: Application Review	Step 4: Affirmation	Step 5: Payment	Step 6: Confirmation

Step 5: Payment

Current Application

Application ID
000526

Application Type
New License / Permit
Application

License / Permit Type
Nonresident
Recreational Marine
Fishing License (1 Day)

Application Status
In Progress

Fee	Amount
Nonresident Recreational Marine Fishing License - 1 Day Fee	$20.00
Online Processing Fee (2.89% + $0.29)	$0.89
Total Due	**$20.89**

We accept the following types of credit and debit cards:

VISA **MasterCard**

Enter your full name

Card number

MM / YY

CVV

🔒 SUBMIT APPLICATION

⬆

When completed, click "SUBMIT APPLICATION".

APPLY FOR A LICENSE - STEP 6

Step 6 will confirm your license or permit has been processed and you will receive an email with the subject line "DLNR-DAR: License/Permit Processed"

New License / Permit Application

Step 1: License / Permit Information	Step 2: Questions	Step 3: Application Review	Step 4: Affirmation	Step 5: Payment	Step 6: Confirmation

Step 6: Application Confirmation

Current Application

Application ID
000526

Application Type
New License / Permit Application

License / Permit Type
Nonresident Recreational Marine Fishing License (1 Year)

Application Status
Approved

Please review the confirmation message.

⬅ **BACK TO APPLICATIONS LIST**

Your application has been successfully submitted on 02/03/2025 01:35 PM.

Congratulations, your license / permit has been issued. Please download the following files for your records.

Nonresident Recreational Marine Fishing License (1 Year) - NRM-020251

⬇ **DOWNLOAD LICENSE / PERMIT PDF**   ⬇ **DOWNLOAD RECEIPT PDF**

You will receive an email with information about the status of your application.

You can also download a PDF version of your license or permit in the Licenses/Permits tab.

My Account

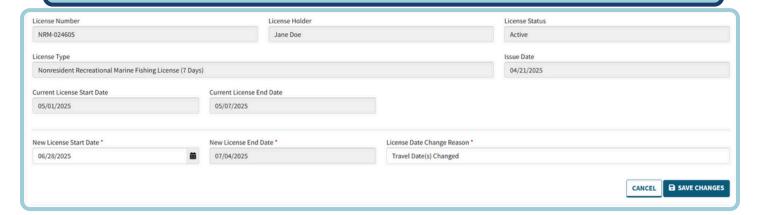| My Account Home	Name	Address	Email	Phone	Account Users	Applications	**Licenses / Permits**	Payments	Security	Messages

CHANGE LICENSE DATE

This is your Licenses/Permits tab. If you need to change the date(s) of a 1 Day or 7 Day Nonresident Recreational Marine Fishing License, you may do so for qualifying licenses by clicking on "CHANGE LICENSE DATE".

You may change the effective date of your license under these conditions:
- Deadline to make updates: 11:59 PM HST **the day before** your license's Effective Date.
- Changes are not permitted on the day your license goes into effect (Effective Date)
- Once the initial license's Effective Date passes, the "Change License Date" button will disappear.
- You cannot change the date retroactively.

This is a **one-time courtesy;** be sure to verify the date before proceeding. No other exceptions are allowed.
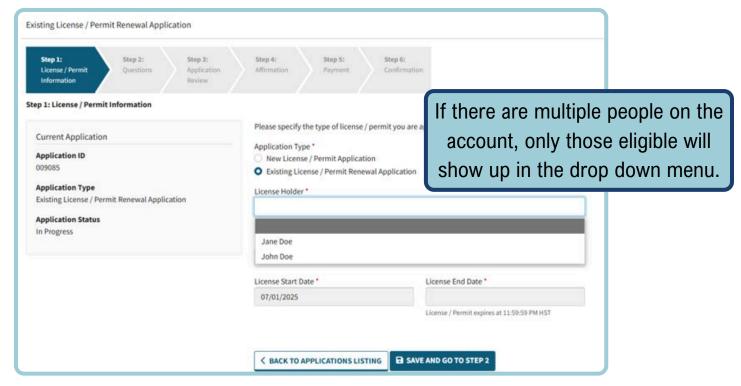
RENEW YOUR LAY NET PERMIT

You are able to renew existing Lay Net Permits during the renewal period (5/1 - 6/30).
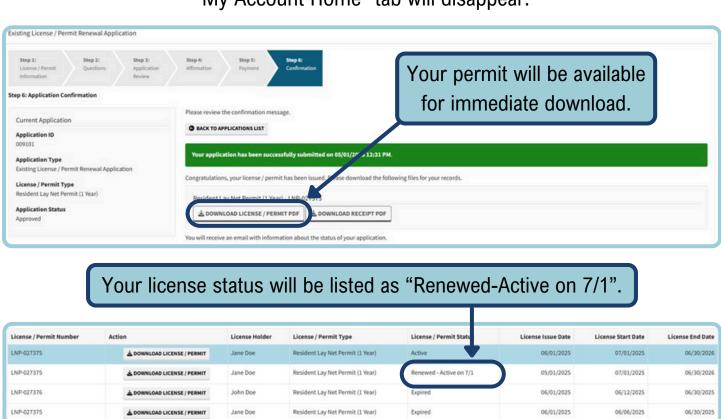If you have a permit that can be renewed, buttons will appear on the
"My Account Home" and "Licenses/Permits" tabs.

After the renewal period closes on 7/1, these buttons
will disappear and a new application will be required.

During Step 1, the radio button "Existing License / Permit Renewal Application"
only appears if you have a permit that can be renewed.

If there are multiple people on the
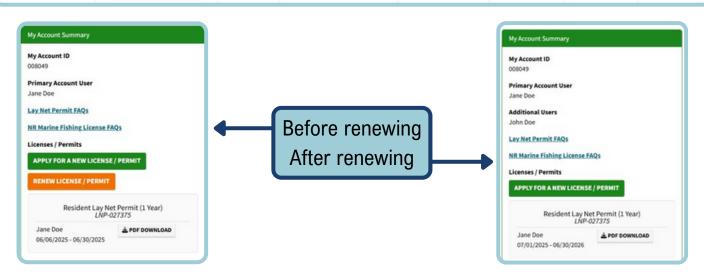account, only those eligible will
show up in the drop down menu.

RENEW YOUR LAY NET PERMIT

After renewing your Lay Net Permit, the permit will be available for immediate download. Additionally, the license status will be listed as "Renewed-Active on 7/1" on the "Licenses/Permits" tab, and the orange button to renew on the "My Account Home" tab will disappear.

Your permit will be available for immediate download.

Your license status will be listed as "Renewed-Active on 7/1".
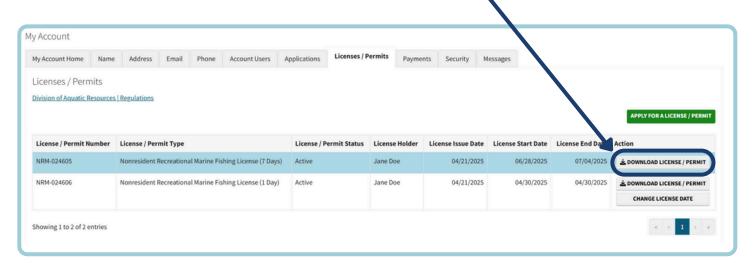

Before renewing
After renewing

DOWNLOAD YOUR LICENSE/PERMIT

This is your Licenses/Permits tab. To download a PDF version of your license or permit, click on "DOWNLOAD LICENSE/PERMIT".

These are example licenses and permits. You do not need to print out your license, but solid cut and dotted fold lines are provided if you choose to do so.
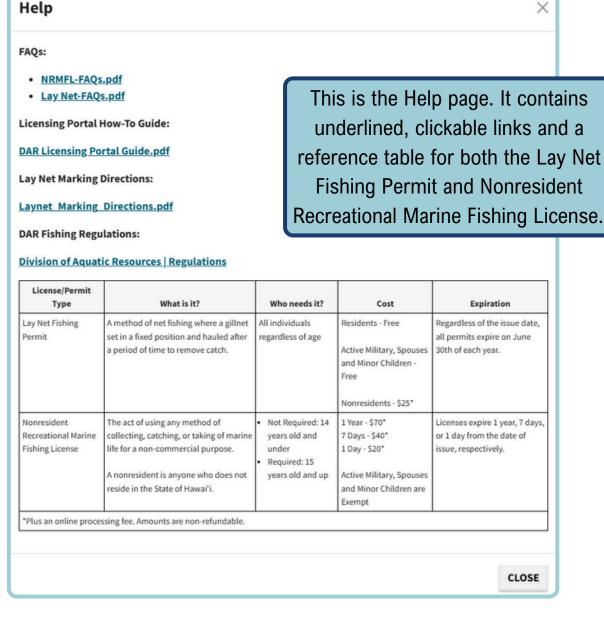
You can access the pop-up Help page by clicking on your name in the upper right corner of the screen, and then clicking on "Help" from the dropdown menu.

STATE OF HAWAI'I
Department of Land and Natural Resources
DIVISION OF AQUATIC RESOURCES

Admin   My Account   Jane Doe ▾
Help
Logout

Help ✕

FAQs:

- NRMFL-FAQs.pdf
- Lay Net-FAQs.pdf

Licensing Portal How-To Guide:

DAR Licensing Portal Guide.pdf

Lay Net Marking Directions:

Laynet_Marking_Directions.pdf

DAR Fishing Regulations:

Division of Aquatic Resources | Regulations

> This is the Help page. It contains underlined, clickable links and a reference table for both the Lay Net Fishing Permit and Nonresident Recreational Marine Fishing License.

License/Permit Type	What is it?	Who needs it?	Cost	Expiration
Lay Net Fishing Permit	A method of net fishing where a gillnet set in a fixed position and hauled after a period of time to remove catch.	All individuals regardless of age	Residents - Free Active Military, Spouses and Minor Children - Free Nonresidents - $25*	Regardless of the issue date, all permits expire on June 30th of each year.
Nonresident Recreational Marine Fishing License	The act of using any method of collecting, catching, or taking of marine life for a non-commercial purpose. A nonresident is anyone who does not reside in the State of Hawai'i.	• Not Required: 14 years old and under • Required: 15 years old and up	1 Year - $70* 7 Days - $40* 1 Day - $20* Active Military, Spouses and Minor Children are Exempt	Licenses expire 1 year, 7 days, or 1 day from the date of issue, respectively.

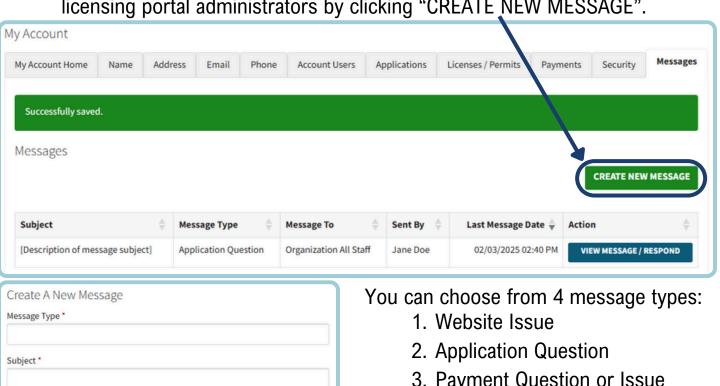*Plus an online processing fee. Amounts are non-refundable.

CLOSE

HELP AND ASSISTANCE

This is your Messages tab. If you have any remaining questions, please contact the licensing portal administrators by clicking "CREATE NEW MESSAGE".

You can choose from 4 message types:
1. Website Issue
2. Application Question
3. Payment Question or Issue
4. License Question

When you have entered all required information, click "SEND MESSAGE".

You will receive a confirmation email after you send your message and a notification email when a team member responds.

Issue	Contact *
Account Creation/Logging In	Email: fishinglicense@hawaii.gov Phone: 808-587-0109
Everything Else	In-app Messages Tab
* **Support Hours:** Weekdays from 8:00 AM to 3:30 PM HST (excluding State holidays)	