

Verification Steps

1. Request the State of Hawaii Department of Agriculture Plants and Animals Declaration Form (Ag form), completed Order for Self-Quarantine form, and ID from the passenger.
2. Locate the contact number provided on the Ag form.

3. Utilize the State cell phone to call listed number.
4. Confirm phone is operational, and passenger accepts call.
5. Once confirmed, go to next process (**step #8** for visitor/non-resident or **step #13** for resident)
6. If unable to confirm, request that the passenger provide the correct contact number.
7. If the passenger fails to provide a valid contact number or corrected number does not work, refer them to the LEO for further handling.
8. **VISITOR/NON-RESIDENT:** If the passenger is a visitor/non-resident, identify the place of lodging listed on the Ag form
9. Contact the listed lodging and confirm a valid reservation
10. Go to the visitor's / non-residents page 2 of the Ag form and complete question 9 and 10 if not completed

11. The verification process is complete, and the passenger is released.
12. If the lodging is unable to be confirmed, the passenger will be required to have further discussions with the LEO to resolve lack of lodging and lodging requirements of the Governor's order
13. **RESIDENT:** identify address information on documents and conduct verification of legitimate place of residence using the Real Property Tax favorites on the cell phone or Google
14. The verification process is complete, and the passenger is released
15. If listed residence is not valid, passenger is redirected to LEO for further handling.

FOR MILITARY: request the passenger to produce his/her military identification and proof of orders (if available).