


ARRIVING CONUS/INTERNATIONAL OR DEPARTING INTERISLAND VERIFICATION PROCEDURES

This document supplements the DOTA Screening Process for Arriving CONUS/INTERNATIONAL Passengers or Departing Interisland Passengers – dated April 19, 2020

STEP 1 – VERIFY FORMS AND ID	
<p>A. Request Mandatory Travel Declaration form with PAX Government photo ID.</p> <p>ALL flight crew must submit a form</p> <p>Alternate Form</p> <ul style="list-style-type: none"> Safe Travels confirmation page <p>NOTE to SCREENER – DO NOT WRITE ON FORMS. ANY CORRECTIONS SHALL BE MADE BY THE PAX</p>	<p><i>Is form complete?</i> No – Take PAX to side to complete Travel Declaration Form Yes – Next Step 1B</p> <p><i>Does PAX have Safe Travels confirmation?</i> <i>If arriving CONUS/International, PAX must complete the Travel Declaration form, then Step 1B</i></p> <p><i>Is PAX an unaccompanied minor?</i> No – Next Step 1B Yes – Unaccompanied minor can sign the Travel Declaration Form. Optional – escort PAX to awaiting parent/legal guardian to sign the form</p>
<p>B. Match the PAX ID FULL NAME with the form presented and the Picture ID</p>	<p><i>Does PAX ID FULL NAME match the form and picture ID?</i> No – Send PAX to LEO/Sheriff Yes – check the following:</p> <p>IF PAX shows Safe Travels confirmation page, go to STEP 1C</p>
<p>C. For PAX Exemption</p> <p>Refer to GOV's 25 exemption categories (see attached) PAX may show a company ID to confirm. If VERIFIED then release from gate, no further action</p> <p>IF exemption format is a memo, the memo must be signed. If signed, then release from gate, no further action.</p> <p>If memo not signed, the exemption is invalid and cannot be accepted, have PAX continues with STEP 2-5.</p>	<p>IF PAX has Exemption or Military, give a copy Order for Arriving Persons Traveling who are Exempt of Self Quarantine flyer. PAX released no further screening.</p>

STEP 2 – PROCESS ORDER FOR SELF-QUARANTINE

A. Witness PAX read and initial items #1-#6



STATE OF HAWAII
HAWAII EMERGENCY MANAGEMENT AGENCY
2000 KUMUHOA ROAD
HONOLULU, HI 96819

ORDER FOR SELF-QUARANTINE

On March 4, 2020, the Governor of the State of Hawai'i proclaimed a state of emergency in response to the COVID-19 pandemic, and on March 13, 2020, the President of the United States of America declared a national emergency. As part of the effort to contain the spread of COVID-19, on March 31, 2020, the Governor ordered all persons traveling to and between islands in the State of Hawai'i to self-quarantine and has adopted Rules Relating to COVID-19.

Pursuant to the Governor's proclamation and the Rules Relating to COVID-19, the Director of the Hawai'i Emergency Management Agency (HIEMA) hereby orders you to comply with the following:

- Truthfully, accurately and fully complete, authenticate and sign the mandatory State of Hawai'i Department of Agriculture Plants and Animals Declaration Form, the Interisland Declaration Form or the forms found on the Safe Travels website. [initial]
- Proceed directly from the airport to your designated quarantine location, which is the location identified and affirmed by you on the applicable form identified in Section 1.
 - If you are a resident, your designated quarantine location is your residence.
 - If you are a visitor, your designated quarantine location is your hotel room or rented lodging. [initial]
- Remain in your designated quarantine location for a period of 14 days or the duration of your stay in the State of Hawai'i, whichever is shorter.
 - You may leave your designated quarantine location only for medical emergencies or to seek medical care. [initial]
- Do not visit any public spaces, including but not limited to pools, meeting rooms, fitness centers or restaurants. [initial]

Revised: 04/16/2020

- Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by the Director of HIEMA. [initial]
- Comply with any and all rules or protocols related to your quarantine as set forth by your hotel or rented lodging. [initial]

The knowing and intentional failure to follow any part of this order constitutes a criminal offense punishable by a fine of not more than \$5,000, or imprisonment of not more than one year, or both.

I, _____, declare under penalty of law that I have received, read and understood the above Order for Self-Quarantine, and that all information provided herein is true and accurate, including but not limited to the information I provided pursuant to paragraph 1, including my designated quarantine location and telephone number.

(Print Name)

(Signature)

(date)

Unique Government ID Number
(for example, Driver's License Number)

Witnessed by _____, on _____
(Screener Name [print]) (date)

(Screener Signature)

Screener AOA or Company Number

Revised: 04/16/2020

MUST DO FOR ALL ARRIVING PAX:

Have each PAX sign this form even if it's a Transit flight.

Why?

- The PAX could be in Transit to interisland and not leave the sterile area and therefore will not have signed this form
- The PAX could change their mind and exit the Airport property and not return for their Transit flight

Did PAX initial lines #1 thru #6?

No – have person complete it or refer to LEO/Sheriff
Yes – Next Step 2B.

Note: While person is reading and initialing each line, have screener verbally reinforce to the PAX that they are agreeing to the terms stated.

For example, say statements such as:

“you understand that you are agreeing to self-quarantine for the next 14 days at the destination listed on the form.”

“you cannot allow visitors in/out of your designated quarantine location other than those listed on this form.”

“you understand that by signing this form, should you fail to follow any part of this order that it's a criminal offense.”

B. Witness PAX fill in the attestation portion – I, ..., Print Name, Sign, and date.

5. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by the Director of HIEMA.

(initial)

6. Comply with any and all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.

(initial)

The knowing and intentional failure to follow any part of this order constitutes a criminal offense punishable by a fine of not more than \$5,000, or imprisonment of not more than one year, or both.

I, _____, declare under penalty of law that I have received, read and understood the above Order for Self-Quarantine, and that all information provided herein is true and accurate, including but not limited to the information I provided pursuant to paragraph 1, including my designated quarantine location and telephone number.

(Print Name)

(Signature)

(date)

Unique Government ID Number
(for example, Driver's License Number)

Witnessed by _____, on _____
(Screener Name [print]) (date)

(Screener Signature)

Screener AOA or Company Number

Revised: 04/16/2020

Did PAX complete attestation portion?

No – have person complete it or refer to LEO/Sheriff
Yes – Next Step 2C

C. Screener neatly completes Witness portion of the form
Fill in PAX's Unique Gov't ID Number from ID presented.

5. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by the Director of HIEMA.

(initial)

6. Comply with any and all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.

(initial)

The knowing and intentional failure to follow any part of this order constitutes a criminal offense punishable by a fine of not more than \$5,000, or imprisonment of not more than one year, or both.

I, _____, declare under penalty of law that I have received, read and understood the above Order for Self-Quarantine, and that all information provided herein is true and accurate, including but not limited to the information I provided pursuant to paragraph 1, including my designated quarantine location and telephone number.

(Print Name)

(Signature)

(date)

Unique Government ID Number
(for example, Driver's License Number)

Witnessed by _____, on _____
(Screener Name [print]) (date)

(Screener Signature)

Screener AOA or Company Number

Revised: 04/16/2020

Note: You may allow PAX to take a picture of the form with their smartphone.

STEP 3 – VERIFY CONTACT NUMBER

- A. Locate phone number on the TRAVEL DECLARATION FORM and call the number from State cell phone.

MANDATORY TRAVEL DECLARATION FORM
FOR ALL PASSENGERS, OFFICERS, AND CREW MEMBERS
The State of Hawaii actively screens and monitors all travelers for public health and safety.
It is required that all travelers provide the information below.
Hawaii Revised Statutes Section 127A-12 and 127A-13.

TRAVELER NAME:
First Name: _____ Middle Initial(s): _____
Last Name: _____

HOME ADDRESS:
Number and Street: _____
City/Town: _____ State: _____ Zip/Postal Code: _____ Country: _____

CONTACT TELEPHONE IN HAWAII:
Primary: () - -
Secondary: () - -

POINT OF ENTRY:
Airline: _____ Flight No.: _____ Travel Date (MM/DD/YY): _____
Airline when departing the State of HI: _____ Depart Flight No.: _____ Depart Date (MM/DD/YY): _____

DESTINATION LOCATION:
Purpose of Visit: ☐ Vacation ☐ Returning Resident ☐ Visiting Family / Friends ☐ Business ☐ Relocate to HI
Hotel/Lodging Name: _____
Number and Street (No PO Box): _____
City/Town: _____ State: HI Zip/Postal Code: - Country: U S
Destination Phone Number: () - -
Duration of visit: nights No. of minors in party: _____
Government ID Type: ☐ Passport ☐ Driver's License/ID Card ☐ Visa ☐ Other ID No.: _____
Signature: _____ Date: _____

OFFICIAL SCREENER USE ONLY:
Exemption Status: ☐ Military ☐ Airline Crew ☐ Exempt, Exemption Reference#: _____

Did you successfully connect to one of the PAX contact telephones?

No – obtain and verify another number where PAX will be called during quarantine period. If none, refer to LEO/Sheriff

Yes – continue to next Step 4

Note: PAX needs to correct Phone number written on the form. Screener - DO NOT write on the form.

Notes to Verify Phone No.:

1. If the passenger's phone rings in your presence, it's VERIFIED.
2. If the passenger's phone does NOT ring, ask for another contact phone number and name of person answering the phone. Call the phone number and ask for the person. Tell the person on the phone that the passenger has given their phone number as a point of contact during their quarantine. If person on the phone is ok, it's VERIFIED
3. For the phone number to be verified, someone must answer the phone.
4. A hotel phone number is not an acceptable phone number.
5. You can use the iPhone app called Phone Reveal (turn off any pop-up windows that may overlay the app) and check if PAX name appears, if so, then VERIFIED
6. If person did not enable cell service and only has data turned on to their iPhone, call the person using iPhone's facetime feature.

STEP 4 – VERIFY NON-RESIDENT RETURN FLIGHT

A. For ALL Non-Resident PAX, verify return flight information on form.

Advise the PAX of the following:

- If staying for fewer than 14 days, evidence of their return flight is REQUIRED for enforcement purposes
- If they do not have a return flight, they are required to make a return flight for the date of their expected departure BEFORE they are allowed to leave the gate/checkpoint



MANDATORY TRAVEL DECLARATION FORM

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TRAVELER NAME:			
First Name		Middle Initial(s)	
Last Name			
HOME ADDRESS:			
Number and Street			
City/Town	State	Zip/Postal Code	Country
CONTACT TELEPHONE IN HAWAII:			
Primary		Secondary	
FLIGHT INFORMATION:			
Airline	Fight No.	Travel Date (MM-DD-YY)	
Airline when departing the State of HI	Depart Flight No.	Depart Date (MM-DD-YY)	
DESTINATION LOCATION:			
Purpose of Visit:			
<input type="checkbox"/> Vacation	<input type="checkbox"/> Returning Resident	<input type="checkbox"/> Visiting Family /Friends	<input type="checkbox"/> Business <input type="checkbox"/> Relocate to HI
Hotel/Lodging Name			
Number and Street (no P.O. Box)			
City/Town	State	Zip/Postal Code	Country
Destination Phone Number	Duration of visit	No. of nights in party	
Government ID Type:			
<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License/ID Card <input type="checkbox"/> Visa <input type="checkbox"/> Other			
Signature		Date	
OFFICIAL SCREENER USE ONLY:			
Exemption Status			
<input type="checkbox"/> Military <input type="checkbox"/> Airline Crew <input type="checkbox"/> Exempt, Exemption Reference#			

Does the PAX have a return flight?

No – give them a chance to make the flight and fill in the form. If not, then refer to LEO/Sheriff

Yes – Next Step 5.

