

ORDINANCE NO. \_\_\_\_\_

BILL NO. 87 (2025)

A BILL FOR AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN  
INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF HAWAII  
DEPARTMENT OF HEALTH, DISABILITY AND COMMUNICATION ACCESS  
BOARD

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:


SECTION 1. The County of Maui, Department of Finance, Division of Motor Vehicles and Licensing and the State of Hawaii, Department of Health, Disability and Communication Access Board seek to enter into an agreement to implement the Statewide Program on Parking for Persons with Disabilities as described in the Memorandum of Agreement attached as Exhibit “A.”

Section 2.20.020, Maui County Code, provides, “Unless authorized by ordinance, the mayor shall not enter into any intergovernmental agreement or any amendment thereto which places a financial obligation upon the county or any department or agency thereof.”

SECTION 2. Under Section 2.20.020, Maui County Code, the Council authorizes the Mayor or the Mayor’s authorized representative to execute the Memorandum of Agreement and any amendments consistent with the purpose and scope of the Memorandum of Agreement that do not increase the County’s financial obligation or the agreement’s duration.

SECTION 3. This Ordinance takes effect on approval.

APPROVED AS TO FORM AND  
LEGALITY:

  
\_\_\_\_\_  
ADRIAN P. REIFSNYDER  
Department of the Corporation Counsel  
County of Maui  
LF2025-1088

## EXHIBIT "A"

### MEMORANDUM OF AGREEMENT BETWEEN THE STATE OF HAWAII DEPARTMENT OF HEALTH DISABILITY AND COMMUNICATION ACCESS BOARD AND THE COUNTY OF MAUI

This Memorandum of Agreement (MOA) entered into as of April 28, 2025, by and between the Disability and Communication Access Board, Department of Health, State of Hawaii (DCAB), and the County of Maui, Department of Finance, Division of Motor Vehicles and Licensing, hereinafter referred to as the (COUNTY), to implement the Statewide Program on Parking for Persons with Disabilities (PARKING PROGRAM), in adherence to Chapter 291, Part III, Hawaii Revised Statutes, as amended, and Title 11, Chapter 219, Hawaii Administrative Rules.

The purpose of this agreement is to provide clarity on the responsibilities between DCAB and COUNTY for the Parking Program.

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and other good and valuable consideration, the receipt and legal sufficiency of which are acknowledged, the Parties agree as follows:

1. The DCAB shall:
  - A. Establish and maintain a parking permit database system in the DCAB office on Oahu and provide ongoing, troubleshooting, technical assistance, and training to the COUNTY via video/audio platform, telephone, facsimile, or email with respect to the system. The database shall be accessible to the COUNTY via high-speed Internet connection.
  - B. Post the renewal process information on DCAB's website and on posters distributed to the COUNTY, and by responding to inquiries.
  - C. Issue all renewals for long term removable windshield placards by mail.
  - D. Six (6) years from date of issue of the State of Hawaii Disability and Communication Access Board, Disability Parking Permit Applications of Long and Short Term Permits shall be destroyed.
  - E. Provide identification cards and a computerized template for State of Hawaii Disability and Communication Access Board, Disability Parking Permit Application, parking placards and expiration decals to the COUNTY.

- F. Provide a quarterly statistical report to the COUNTY after each quarter of the fiscal year indicating the total number of placards issued by the COUNTY in each quarter via email no later than October 15, January 15, March 15, June 15 of the fiscal year.
- G. Arrange and pay for the shredding of State of Hawaii Disability and Communication Access Board, Disability Parking Permit Applications and expired placards annually.
- H. Reimburse the COUNTY, upon receipt of an invoice after each quarter of the fiscal year for each first-time removable windshield placard issued at the rate of twelve dollars (\$12) per placard. The reimbursement shall be issued after each quarter, no later than November 30, February 28, May 31, and July 31.
- I. Periodically delete the records of persons confirmed deceased as verified by the Office of Vital Records, Department of Health, State of Hawaii, family members, or legal counsel of the estate of the deceased.
- J. Maintain a website with information about the PARKING PROGRAM with the State of Hawaii Disability and Communication Access Board, Disability Parking Permit Application, informational brochures, a parking space design video, instruction sheets and any other information that DCAB believes is useful to the public.
- K. Provide public education and outreach to consumers, enforcement personnel, and public and private entities on all aspects of the PARKING PROGRAM, including eligibility; the application process; issuance of placards, special license plates and identification cards; privileges; enforcement; penalties; and accessible parking design and signage.

2. The COUNTY's responsibilities,

The County shall:

- A. Issue the initial removable windshield placards, temporary removable windshield placards, replacement placards, license plates and identification cards to qualified persons with disabilities.
- B. Notify DCAB by phone (808) 586-8121 and email, [dcab@doh.hawaii.gov](mailto:dcab@doh.hawaii.gov), within four (4) hours of any changes in issuance of placards, special license plates and identification cards if an emergency proclamation changes any procedural requirement. The COUNTY shall coordinate efforts with DCAB to notify the public of the change(s).

- C. Input all required data from the State of Hawaii Disability and Communication Access Board, Disability Parking Permit Application into the DCAB database. To be consistent with the attached April 2025 current version of the Parking Reference Manual, "Exhibit 1", the required data from the State of Hawaii Disability and Communication Access Board, Disability Parking Permit Application, "Exhibit 2", is the Applicant Information listed on Page 1 and Certification by Licensed Practicing Physician/AMD/APRN listed on page 2.**
- D. Not issue any renewal but shall refer all applicants and applications for renewal to DCAB; provide written information on the renewal process supplied by DCAB to all walk-in applicants; and forward renewal applications that are received by mail to DCAB for processing.**
- E. Collect and retain a transaction fee of twelve dollars (\$12) payable by the applicant for temporary and replacement of lost placards as authorized by Title 11, Chapter 219, Hawaii Administrative Rules.**
- F. Invoice DCAB at a rate of twelve dollars (\$12) per placard for long term or replacement of any mutilated placards issued for which a transaction fee payable by the applicant is not authorized by Title 11, Chapter 219, Hawaii Administrative Rules, upon receipt of a quarterly statistical report from DCAB (see Section 2.F). The COUNTY shall submit invoices after each quarter, no later than October 5, January 5, March 5, June 5 by email to [dcab@doh.hawaii.gov](mailto:dcab@doh.hawaii.gov).**
- G. Obtain and maintain computer hardware, software, and Internet service at the expense of the COUNTY to gain access to the DCAB parking database system.**
- H. Ensure that the placards and expiration decals are stored in a secure location at each issuance station to protect them from loss, damage, or theft.**
- I. Coordinate with DCAB to retain original or scanned State of Hawaii Disability and Communication Access Board, Disability Parking Permit Application processed, including the forwarding of such information to DCAB as appropriate.**
- J. Ensure and obtain computer equipment that supports at least one of the following Browsers: Internet Explorer 10.0+, Firefox 13.0+, Chrome 15.0+, and/or Safari 5.0+.**

### **Compliance with Laws**

Each Party shall perform under this MOA in accordance with all applicable federal, state, and county laws, ordinances, codes, rules, and regulations.

### **3. Mutual Agreement**

#### **A. Term.**

The term of this MOA shall commence on July 1, 2025, and shall remain in effect until June 30, 2027.

#### **B. Extension of Agreement.**

Unless terminated, this MOA may be extended for not more than two (2) additional twelve (12) month periods upon mutual consent of the parties in writing at least thirty (30) days prior to expiration of this Agreement.

#### **C. No Agency; Independent Contractors.**

#### **D. Governing Law.**

This Agreement shall be governed by and construed in accordance with the Laws of the State of Hawaii.

#### **E. Subcontracts and Assignment.**

The COUNTY shall not subcontract, assign, or transfer any interest in all or part of the services to be performed without written consent and approval of DCAB.

#### **F. Amendment.**

This MOA may be amended only in writing, signed by all Parties.

#### **G. Termination.**

Either Party may cancel this MOA by giving the other Party not less than sixty (60) days advance written notice. Such action would be taken only after mutual consultation in attempt to prevent negative impact to all Parties.

#### **H. Liability/Indemnification:**

DCAB shall be responsible for damage or personal injury resulting from acts or omissions of State employees while acting within the scope of their

employment to the extent that the State's liability for such damage or injury has been determined by a court or otherwise agreed to by the State. The State shall pay for such damages and injury to the extent that funds have been authorized and appropriated by the Legislature for such purpose, and the funds have been allocated by the executive budget process.

The COUNTY shall be responsible for damage or personal injury resulting from acts or omissions of COUNTY employees while acting within the course and scope of their employment to the extent that the COUNTY's liability for such damage or injury has been determined by a court.

DCAB and the COUNTY both acknowledge that these provisions in this section shall not constitute or be interpreted to be any type of indemnification, defense or hold harmless obligation as to each other.

I. **Severability.**

If any provision of this MOA is invalid, illegal, or unenforceable, such provision shall be considered severed from the rest of this MOA, and the remaining provisions shall continue in full force and effect as if the invalid provision had not been included.

J. **Entire Agreement.**

This MOA represents the entire agreement between the Parties and supersedes any prior and/or contemporaneous discussions, representations, agreements or understandings, whether oral or written of the Parties, regarding this matter.

K. **No Third Party Rights.**

The Parties do not intend the benefits of this MOA to inure to any third person not a signatory hereto. Notwithstanding anything contained herein, or any conduct or course of conduct by any Party, before or after the signing of this MOA, this MOA shall not be construed as creating any right, claim, or cause of action against any Party by any person or entity not a Party to this Agreement.

L. **Notices.**

Notices required under this MOA may be sent to the Parties by overnight delivery service or certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below, or may be delivered personally:

**TO COUNTY OF MAUI:**  
Carmelito P. Vila  
Administrator  
Division of Motor Vehicles &  
Licensing  
110 Alaihi Street, Suite 101  
Kahului, Hawaii 96732

**TO DCAB:**  
Kirby L. Shaw  
Executive Director  
Disability and Communication  
Access Board  
1010 Richards Street, Room 118  
Honolulu, Hawaii 96813

Notices shall be deemed delivered immediately upon personal delivery or three (3) business days after being mailed.

**M. Authority.**

Each signatory to this MOA hereby represents and warrants that he/she is authorized to execute and deliver this MOA in the capacity shown on the signature page hereof.

**N. Counterparts.**

This MOA may be executed by the parties by exchange of signature pages by mail, fax, or email (if email, signature page in Adobe Portable Document Format "PDF" or similar format) in counterparts, each of which shall be deemed an original and all of which shall constitute one agreement.

The Parties have cause the MOA to be executed by their duly authorized officers, as of the day and year first above written.

\_\_\_\_\_  
RICHARD T. BISSEN, Jr.  
Mayor  
County of Maui

\_\_\_\_\_  
KENNETH S. FINK, MD, MGA, MPH  
Director of Health  
State of Hawaii

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Approved as to form:



Deputy Corporation Counsel  
Department of the Corporation Counsel  
County of Maui

06/30/2025

Date

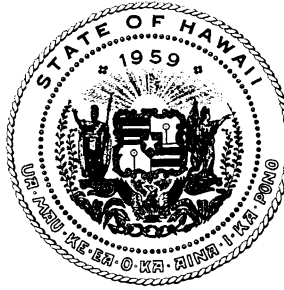


Deputy Attorney General  
Department of the Attorney General  
State of Hawaii

April 28, 2025

Date

# EXHIBIT 1



# **PARKING FOR PERSONS WITH DISABILITIES**

## **REFERENCE MANUAL**

**Public Law 100-641**

**Chapter 291, Part III, Hawaii Revised Statutes**

**Title 11, Chapter 219 Hawaii Administrative Rules**

**Revised as of April 2025**

**Disability and Communication Access Board**

**1010 Richards Street, Room 118**

**Honolulu, HI 96813**

**(808) 586-8121 (Voice)**

**Email: [dcab@doh.hawaii.gov](mailto:dcab@doh.hawaii.gov)**

**Web: [hawaii.gov/health/dcab](http://hawaii.gov/health/dcab)**

**FOR INTERNAL USE BY DCAB, COUNTY ISSUING OFFICES  
AND PARKING ENFORCEMENT AGENCIES**

# **PARKING FOR PERSONS WITH DISABILITIES REFERENCE MANUAL**

Public Law 100-641  
Chapter 291, Part III, Hawaii Revised Statutes  
Title 11, Chapter 219 Hawaii Administrative Rules

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## **PART 1 – GENERAL INFORMATION**

### **1.1 Which laws govern the “parking program for persons with disabilities”?**

- Public Law 100-641
- 23 Code of Federal Regulations Part 1235
- Chapter 291, Part III, Hawaii Revised Statutes
- Title 11, Chapter 219, Hawaii Administrative Rules

### **1.2 What is the required permit issued to qualified persons with a disability?**

A permit is either a temporary placard, a long term placard, a set of special license plates (for one vehicle only), or a disabled paid parking exemption permit/DPPEP placard.

A qualified person is entitled to a limit of:

- A) Two temporary placards (red color);
- B) One long term placard (blue color);
- C) One set of special license plates;
- D) One DPPEP (green color) placard;
- E) One long term placard and one set of special license plates; or
- F) One DPPEP placard and one set of special license plates.

### **1.3 What is the rationale for issuance of a second temporary placard?**

The purpose of a second temporary placard is to assist those who travel. The first placard is displayed in the vehicle parked in an accessible parking space at the airport. The second placard allows the person to use accessible parking spaces upon arrival at the person's destination. The purpose of issuing a set of special license plates and a long term placard or a DPPEP placard is the same for issuing two temporary placards.

### **1.4 What do the placards look like?**

There are three types of placards: A long term placard (blue color), a temporary placard (red color), and a DPPEP placard (green color). All placards have the same dimensions, are two-sided, hanger-style, and display on each side:

- The International Symbol of Accessibility;
- An identification (serial) number, DPPEP placard numbers begin with an “E”;
- A date of expiration (a month decal and a year decal); and
- The words "State of Hawaii."

### **1.5 What do the special license plates look like?**

Special license plates resemble standard Hawaii license plates for vehicles, including motorcycles. However, they bear the International Symbol of Accessibility in a color that contrasts to the background of the license plates, and in the same size as the letters and numbers.

## **1.6 What does the personal identification card look like?**

The personal identification card contains the permittee's name, birth date, height, weight, gender, issuing county, placard identification number, second placard identification number (if any), special license plates number (if any), and the permit's expiration date.

The identification card is printed on blue card stock the size of a credit card.

## **1.7 When do placards expire?**

Long Term Placard (blue color):

A long term placard expires six years after the date of issuance. Within 180 days prior to the expiration date, the permittee may submit a placard renewal application form to DCAB. The renewal application form, which includes a new certification of disability, must be submitted to DCAB by mail.

Temporary Placard (red color):

Depending on the certification, a temporary placard may expire from one month to six months, in one month increments, after the date of issuance. Within 60 days prior to the expiration date, the permittee may submit a placard renewal application form to a county issuing agency. The renewal application form includes a new certification of disability.

Disabled Paid Parking Exemption Permit/DPPEP Placard (green color):

Depending on the certification, a DPPEP placard may expire from one month to six months, in one month increments; or six years; after the date of issuance. Within 180 days prior to the expiration date, the permittee may submit a placard renewal application form for a DPPEP placard to DCAB. The renewal application form includes a new certification of disability.

## **1.8 When do Special License Plates expire?**

Special license plates expire six years after the date of issuance. They must be renewed before the annual motor vehicle registration. Within 180 days prior to the expiration date, the permittee may submit a renewal application form to DCAB. The renewal application form, which includes a new certification of disability, must be submitted to DCAB by mail.

Special license plates must be renewed every six years to be used for disability parking purposes.

## **1.9 Is a permit (placard or special license plates) transferable?**

No. The permit is for the sole use of the person to whom it is issued. Under no circumstances may a permit be transferred to another person. A placard may not be loaned or sold to another person for use at any time.

In particular, a vehicle bearing special license plates cannot be used to park in an accessible parking space by another person if the vehicle is not being used in connection with transporting the person to whom the permit was issued.

If the permittee wants to transfer ownership of the vehicle that bears special license plates, the special license plates must be returned to an issuing agency before the vehicle is sold.

**1.10 Are there occasions when a permit (placard or special license plates) can be used by someone other than the permittee?**

No. The permit must be used only in connection with the transport of the person to whom the permit was issued.

**1.11 When should a permit (placard or special license plates) be returned to an issuing agency?**

The placard must be returned to an issuing agency (1) upon the death of the permittee, (2) when the permittee is no longer qualified, or (3) when the placard is expired.  
(Note: This is required by §11-219-8, Hawaii Administrative Rules.)

Special license plates must be returned to a county issuing agency (1) before the transfer of ownership of the vehicle to another party (the transfer of ownership for a vehicle shall not be recorded until the special license plates assigned to that vehicle have been replaced or returned to the county), (2) when the special license plates expire, (3) when the person is no longer qualified, or (4) upon the death of the permittee.

**Fees**

**1.12 What is the fee for the initial permit?**

- Long Term Placard: No cost.
- Temporary Placard and Second Temporary Placard: \$12 each.
- Special License Plates: Refer to your county's fee schedule.
- DPPEP Placard: No cost.

**1.13 What is the fee for renewing a permit (placard or special license plates)?**

- Renewal of a LONG TERM (blue) placard: No fee.
- Renewal of a TEMPORARY (red) placard: \$12 fee.
- Renewal of a second TEMPORARY placard: \$12 fee.
- Renewal of a DPPEP Placard: No fee.

**1.14 What is the fee for a replacement placard?**

- Replacement of a LOST temporary or long term placard: \$12.
- Replacement of a STOLEN temporary or long term placard: \$12.
- Replacement of a CONFISCATED/REVOKED temporary or long term placard: \$12.
- Replacement of a LOST, STOLEN, CONFISCATED, or REVOKED DPPEP Placard:  
first renewal \$30, second renewal \$60, third renewal \$90, and subsequent renewals \$120.
- Replacement of a MUTILATED placard: No cost if the mutilated placard or portions of the mutilated placard is/are returned to the issuing agency. **Note:** *If the permittee does not, or is not willing to, turn in the placard or portions of the placard claimed as mutilated, treat it as a LOST placard.*

- 1.15 Can a permittee request a refund for a temporary placard prior to expiration or when applying for an initial long term or a disabled paid parking exemption permit/DPPEP placard?**

An applicant is not entitled to any refund for any placard issued.

#### **Entering Application Information into the Disabled Parking Database**

- 1.16 If someone applies for a disabled paid parking exemption permit (DPPEP) placard, do I create a new record?**

No. DO NOT PROCESS THE APPLICATION. Only DCAB will process DPPEP placard applications, including first time, renewal, and replacement applications.

If section 17 on the application form is completed, instruct the applicant to mail the form and a copy of the applicant's valid driver's license to DCAB, PO. Box 3377, Honolulu, HI 96801.

- 1.17 If someone has or had a temporary placard and is now applying for their first long term placard, do I create a new record?**

No. An individual should only have one record in the database.  
Click "renew permit" and for parking placard request put "A First Hawaii Parking Placard."

- 1.18 If someone has or had a long term placard and is now applying for a temporary placard, do I create a new record?**

No. An individual should only have one record in the database.  
Click "renew permit" and for parking placard request put "A First Hawaii Parking Placard."

- 1.19 Are all applications for new, replacement, and renewal parking permits (placards or special license plates) required to be entered into the database?**

Yes. For special license plates, each county issuing agent must ensure that special license plate numbers and updated application information are entered into the Disabled Parking Permit database.

- 1.20 What is the policy on the issuance of permits (placard or special license plates) when the database server is down?**

The issuing agency shall not issue a permit to an applicant without first checking the database. If the database is down, the issuing agency should immediately contact DCAB.

The issuing agency may determine whether the application form is acceptable for processing. If the application form and form of identification is confirmed, the issuing agency may accept the application form (and fee, if applicable) and offer to contact the applicant to pick-up the permit or to mail the permit to the applicant when the application form clears the database.

If the database indicates that a permit should be denied, the issuing agency shall contact the applicant to inform the applicant of the denial.

- 1.21 What should be done if an issuing agency discovers that multiple valid permits (e.g., more than two placards or two or more placards and special license plates) have been issued to one person?**

Call the DCAB parking administration for technical assistance at (808) 586-8121.

- 1.22 If a permittee applies for a second temporary placard in a county other than the county that issued the first temporary placard, should the issuing agency note in the database that it issued a second placard to the permittee?**

Yes. The county that issues subsequent placards should note in the COMMENTS section that it issued a subsequent placard to the permittee and print out a new identification card displaying the serial numbers of both placards.

- 1.23 What does DCAB do when a permittee is reported as deceased?**

DCAB conducts periodic cross checks with Vital Records, Hawaii Department of Health, and generates death retrieval letters to the estates of deceased permittees.

- 1.24 Who is responsible for retaining records?**

DCAB is the responsible agency.



## **PART 2 – ELIGIBILITY**

### **Criteria for a Permit**

#### **2.1 Who may be eligible for a temporary or long term placard?**

The applicant must be a person with a disability that limits or impairs the ability to walk, and who, as determined by a licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii:

- (1) Cannot walk two hundred feet without stopping to rest, and who has been diagnosed with:
  - (A) An arthritic, neurological, orthopedic, renal, vascular, or oncological condition;
  - (B) Lung disease to such an extent that the person's forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than sixty mm/hg on room air at rest; or
  - (C) A cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to the standards set by the American Heart Association; and
- (2) Because of a condition identified in paragraph (1):
  - (A) Cannot walk two hundred feet under the person's own power without stopping to rest;
  - (B) Cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive device; or
  - (C) Uses portable oxygen.

An applicant must be certified to have at least one condition under (1) AND a condition under (2) above.

#### **2.2 Who may apply for special license plates?**

The applicant must be a person with a disability that limits or impairs the ability to walk, and who, as determined by a licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii:

- (1) Cannot walk two hundred feet without stopping to rest, and who has been diagnosed with:
  - (A) An arthritic, neurological, orthopedic, renal, vascular, or oncological condition;
  - (B) Lung disease to such an extent that the person's forced (respiratory) expiratory volume for one second, when measured by spirometry, is less

- than one liter, or the arterial oxygen tension is less than sixty mm/hg on room air at rest; or
  - (C) A cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to the standards set by the American Heart Association; and
- (2) Because of a condition identified in paragraph (1):
  - (A) Cannot walk two hundred feet under the person's own power without stopping to rest;
  - (B) Cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive device; or
  - (C) Uses portable oxygen.

An applicant must be certified to have at least one condition under (1) AND a condition under (2) above.

IN ADDITION, (1) the applicant must be the registered owner of the vehicle upon which the plates will be affixed, AND (2) the vehicle will be used primarily to transport the applicant.

*Note to issuing agencies: A qualified applicant who is not the owner of the vehicle may not obtain special license plates for that vehicle, even if the vehicle is used primarily to transport the applicant. However, the applicant can be placed on the vehicle registration as a co-owner and then special license plates can be issued.*

### **2.3 Who may apply for a disabled paid parking exemption permit/DPPEP placard?**

The applicant must be a person with a disability that limits or impairs the ability to walk, and who, as determined by a licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii:

- (1) Cannot walk two hundred feet without stopping to rest, and who has been diagnosed with:
  - (A) An arthritic, neurological, orthopedic, renal, vascular, or oncological condition;
  - (B) Lung disease to such an extent that the person's forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than sixty mm/hg on room air at rest; or
  - (C) A cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to the standards set by the American Heart Association; and
- (2) Because of a condition identified in paragraph (1):
  - (A) Cannot walk two hundred feet under the person's own power without stopping to rest;

- (B) Cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive device;  
or
- (C) Uses portable oxygen.

An applicant must be certified to have at least one condition under (1) AND a condition under (2) above.

IN ADDITION, the applicant must (1) have a valid driver's license, (2) be certified by a licensed practicing physician, certified physician assistant, or advanced practice registered nurse under section 16 on the application form that the applicant is a qualified person with a disability AND (3) be certified by a licensed practicing physician, certified physician assistant, or advanced practice registered nurse under section 17 on the application form that the applicant cannot reach or operate parking meters or unattended pay stations because:

- (1) The applicant cannot reach above the applicant's head to a height of forty two inches from the ground due to a lack of finger, hand, or upper extremity strength or mobility;
- (2) The applicant cannot approach a parking meter due to the use of a wheelchair or other mobility device; or
- (3) The applicant cannot manage, manipulate, and insert coins, bills, or cards in a parking meter or pay station due to a lack of fine motor control in both hands.

**2.4 Do people who have a visual impairment qualify for a permit (placard or special license plates)?**

No. People who have a visual impairment do not qualify based solely on that condition. However, a person with a visual impairment may qualify if any of the qualifying conditions apply.

People who have a visual impairment do not require (1) the use of the access aisle (5' or 8' wide) adjacent to an accessible parking space to load/unload a mobility device (wheelchair, walker, brace, etc.), or (2) parking located on the shortest accessible route between parking and the building served.

**2.5 Do people who are deaf or hard of hearing qualify for a permit (placard or special license plates)?**

No. People who are deaf or hard of hearing do not qualify based solely on that condition. However, a person who is deaf or hard of hearing may be eligible if any of the qualifying conditions apply.

**2.6 Do people who have a behavioral, learning, intellectual, or developmental disability qualify for a permit (placard or special license plates)?**

No. People who have a behavioral, learning, intellectual, or developmental disability are not qualified based solely on those conditions. However, a person who has a behavioral, learning, intellectual, or developmental disability may be eligible if any of the qualifying conditions apply.

**2.7 What other conditions would make a person not qualify for a permit (placard or special license plates)?**

Individuals who belong to any of the following classes do not qualify for a permit solely on that status:

- persons who have a visual impairment;
- persons who have a mental illness;
- persons who are elderly;
- persons who are infants\*;
- persons who are deaf;
- persons who have an upper limb amputation;
- persons who are pregnant; and
- persons who have a behavioral, learning, intellectual, or developmental disability (including autism).

\*For purposes of the parking program, infancy means the stage of early child development where the child is not able to walk independently. Thus, a child at this stage of development does not qualify for a permit. In other words, if the child is at the stage where children of the same age are ordinarily transported in a baby stroller or carriage, a permit may not be issued. Therefore, a child younger than the age of one year does not qualify for a permit unless the child requires special equipment, which includes, but is not limited to, a wheelchair, ventilator, or portable oxygen.

**2.8 If an applicant appears healthy and walks quickly, can the issuing agency reject the application form for a permit (placard or special license plates)?**

No. If the application form is completed properly and a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii has certified the applicant's disability, the application should not be rejected.

However, the issuing agency may suspect that the application form was falsified when the certification obviously contradicts the applicant's appearance; that is, if the certification indicates that the applicant has a Class IV heart condition, has arthritis, and uses a wheelchair, while the applicant walks briskly without difficulty. At that point, the issuing agency may hold the application form until contact is made with the certifying health care professional to determine the veracity of the application form or contact is made with DCAB for verification.

**2.9 Is there a minimum or maximum age limit?**

No. There is no age limit, although old age or infancy alone does not make an individual qualified for a permit.

**2.10 Can agencies that transport people with disabilities, such as hospitals, care homes, transport companies, etc., obtain a permit (placard or special license plates)?**

No. Only people who have a qualifying disability may obtain a permit, not agencies. Agencies do not have a disability or mobility impairment. However, if an agency is transporting a person with a disability who has a valid placard, the agency may use the person's placard while parking in spaces reserved for persons with disabilities. Otherwise, agencies may not lawfully park in spaces reserved for persons with disabilities.

*Note to issuing agencies or law enforcement: Agencies should be told that they may use the placard of the permittee they are transporting and must carry the permittee's identification card issued with the placard. They cannot use the permittee's placard for another person, even if the other person would be eligible. If an agency complains that obtaining a placard is difficult because of an applicant's mobility limitations or "confinement," such as in a nursing home, inform the agency of the option of having a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii certify that the applicant is unable to apply in person because of a medical condition (section 15 on the application form), thereby allowing an authorized representative to apply in the applicant's stead.*

## **Visitors**

### **2.11 May visitors obtain a Hawaii placard?**

Yes. People who are residents of other states or countries may obtain a Hawaii permit. However, a visitor must have his or her disability certified by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or a commissioned medical officer in the U.S. armed forces stationed in Hawaii. Valid placards (unexpired) issued by other states and countries are recognized for use in Hawaii.

### **2.12 Will a permit from another state or country be sufficient proof of eligibility to obtain a Hawaii permit (placard or special license plates)?**

No. Only an application form (as approved by DCAB) that is completed and includes the certification of disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii (Side 2 of the application form), along with proof of the applicant's identity will be accepted.

### **2.13 If a person moves to Hawaii with a valid out of state permit, can the person's application form for a Hawaii permit be denied unless the person surrenders the out of state permit?**

No, the Hawaii permit application form must be processed if properly completed. However, you may suggest that the applicant return the out of state permit to the state of issuance.

## **Certification for a Permit**

### **2.14 Who determines whether an applicant qualifies for a permit?**

A Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces

stationed in Hawaii, may determine whether an applicant is qualified for a permit and does so by completing Side 2 of an application form.

**2.15 What is the definition of a Hawaii licensed practicing physician?**

A licensed practicing physician is a doctor of medicine, naturopathy, osteopathy, or podiatry duly licensed and authorized to practice in the State of Hawaii in accordance with chapters 453, 455, 460, and 463E, Hawaii Revised Statutes.

- The definition includes commissioned medical officers in the U.S. armed forces stationed in Hawaii.
- The definition includes medical residents (MDR and DOSR).
- The definition does not include chiropractors, social workers, massage therapists, optometrists or religious principals.

**2.16 Must the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii be a resident of Hawaii?**

No, but the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii must be licensed and practice medicine in the State of Hawaii and must provide his or her Hawaii medical license number or assigned medical license number on the application form.

*Note to issuing agencies: Visitors may try to submit an application form with a physician certification from their home state. This certification cannot be accepted under Hawaii law.*

**2.17 Can a person with an obvious mobility impairment apply for a permit without a certification of disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii?**

No. If the application form does not include the certification of a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii, it must be rejected.

**2.18 What is an Advanced Practice Registered Nurse (APRN)?**

Advanced practice registered nurse (APRN) means a Hawaii licensed registered nurse who has met the requirements of and received recognition as an advanced practice registered nurse (APRN) from the Board of Nursing as a nurse practitioner, clinical nurse specialist, certified nurse midwife or nurse anesthetist.

## PART 3 – APPLICATION PROCESS

### General

#### **3.1 Does an applicant have to apply in person or can the applicant's authorized representative apply in person on behalf of the applicant?**

It depends. Applications must be submitted in person. However, if an applicant is unable to apply in person, the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii, must complete section 15 by checking the box and sign his/her name on the line provided. In those instances, the applicant may authorize a representative to apply on his or her behalf. The authorized representative must appear in person and bring all the required documents, including (1) the applicant's completed application form, and (2) the applicant's identification (proof that the applicant is the person named on the application form) or a legible photocopy of the applicant's identification.

*Note to issuing agencies: On the application form, the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii, must also SIGN HIS OR HER NAME AGAIN in the space provided (section 16). Check to verify that the signature is the same in sections 15 and 16. If the signatures are not the same, do not issue the permit.*

The above requirements do not apply to applications for renewal of long term placards and first time, renewal and replacement applications for disabled paid parking exemption permit/DPPEP placards because they are submitted by mail to DCAB.

#### **3.2 Does an applicant have to show proof of Hawaii residence?**

No. Persons applying for a Hawaii disability parking permit do not have to provide proof of Hawaii residence. This means that applicants from other states and countries may apply for a Hawaii permit. However, ALL APPLICANTS must still provide proof of identity and have their disability certified by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii.

#### **3.3 Does an applicant have to apply on the island where he or she resides?**

No.

#### **3.4 Where are application forms available?**

Applications forms are available at county issuing agency offices, at the DCAB office, and on the DCAB website: <http://health.hawaii.gov/dcab/>. Starting July 2021, a single form for first time, replacement, and renewal of temporary, long term, and DPPEP placards (Form PA-3) was released. (Note that the forms must be printed and completed and cannot be submitted online.) Physician offices, hospitals, and disability-

related organizations may download the application forms from the DCAB website and make copies as needed.

**3.5 Which sections on the application form must be completed in order to be processed by the issuing agency?**

- All sections on Side-1 of the application form except for the optional email address must be completed by the applicant or applicant's authorized representative.
- Side-2 of the application form must be completed by the certifying Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii.

**3.6 When should the issuing agency reject an application form?**

- When no acceptable form of identification is provided.
- When the certifying licensed practicing physician, certified physician assistant, or advanced practice registered nurse (APRN) is not licensed to practice in Hawaii or is not a commissioned medical officer in the U.S. armed forces stationed in Hawaii.
- When the application form does not have the original signature of the certifying Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii.

*NOTE: A stamp or electronic signature is acceptable.*

- When all required sections are not completed.

**3.7 If an applicant submits the incorrect form, should it be rejected?**

No, as long as there is a valid certification of the applicant's disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii on the incorrect form.

- If the applicant submits the form to the wrong agency, please direct the applicant to the correct agency.

**Applicant Identification**

**3.8 What type of identification or proof of identity is required?**

Below are forms of identification that issuing agencies should accept as proof of the applicant's identity. All forms of identification should be current and not expired.

Acceptable Forms of Photo Identification:

Driver's License (State of Hawaii, other U.S. state, foreign country, international)  
Identification Card (State of Hawaii, other U.S. state, foreign country, international)  
Passport



Senior Citizen Identification Card  
Military Identification Card  
Military Identification Card of a spouse or dependent  
In the case of a minor, the identification of the parent or guardian with whom the minor resides  
Student Identification Card  
Credit card  
Handi-Van Identification Card (paratransit identification card from other states and counties)  
TheBus Identification Card (bus identification card from other states and counties)

Acceptable Forms of Non-Photo Identification:

Social Security card  
Medicare card  
Medicaid card  
Certificate of Tax Clearance showing Hawaii residence  
Notarized affidavit by:  
a. a State or county social service agency;  
b. the administrator of a State or privately owned nursing home;  
c. the spouse or an adult relative, friend, or assistant; or  
d. the certifying physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii.

*Note: Notarized affidavit must state (1) date of the affidavit, (2) name and address of applicant, (3) name and address of the affiant (person who writes the affidavit), and (4) that the affidavit is to identify person named on the application form for a Hawaii disability parking permit and bear signature of the affiant (person who writes the affidavit). Use the Affidavit form in Appendix A.*

**3.9 Should ID card numbers be written on the paper application forms or entered into the database?**

No, unless the applicant is doing a name change. In case of a name change, note in the COMMENTS section that (1) the applicant changed his/her "former name" to his/her "new name," (2) the type of identification, (3) identification number, and (4) the identification expiration date.

**3.10 When a minor applies for a placard, what type of identification is acceptable?**

If the minor does not have an acceptable form of identification, the identification of the parent or guardian is acceptable. Note this in the COMMENTS section of the database record.

*Note to issuing agencies: First, request to see the identification of the minor. Second, if the parent or guardian states that there is no identification for the minor, accept the identification of the parent or guardian.*

**3.11 In the case of a minor applying for a placard, if the minor has no identification and the guardian's identification is used, must the guardian present papers to prove guardianship?**

No. There is no legal requirement for the person claiming to be the guardian of a minor applicant to prove guardianship.

**3.12 Can an expired driver's license be used to prove identity?**

No.

**3.13 Can a military identification card showing retired status be presented as proof of identity?**

Yes.

**3.14 Can a military identification card of the spouse or dependent of an active or retired military person be presented to prove identification?**

Yes.

**3.15 Who is considered a dependent of an active or retired military person?**

A dependent is any person (1) who lives in the residence of the active or retired military person, and (2) who is sponsored by the active or retired military person as indicated on the military identification card.

#### **Physician Certification on the Application Form**

**3.16 Is there a time limitation on the validity of the certification of an applicant's disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii?**

Yes.

- For long term placard applications, the certification of disability is valid for 180 days from the certification date. This means that the completed application must be submitted within 180 days after the date the certification is signed by the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii. DCAB will not issue a long term renewal placard until 60 days prior to the expiration of the current placard.
- For temporary placard applications, the certification of disability is valid for 60 days from the certification date.

- 3.17 Can a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii be penalized for fraudulent verification of an applicant's disability?**

Yes. The penalty for fraudulent verification of disability is a petty misdemeanor (\$1,000 fine and/or prison). A Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii must sign a statement on the application form (section 16d) where they indicate understanding of the penalties for fraudulent verification of disability.

- 3.18 When a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii indicates the length of a temporary disability to last for "6 months," and signs and dates the certification (section 16 on Side 2 of the application form), does the applicant get a permit for six months from the date the certification is signed and dated by the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii (the true answer) or six months from the date the application form is submitted to the issuing agency? The dates could be different.**

The temporary placard will be valid for the number of months indicated from the date the certification is signed and dated by the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii.

Therefore, input as the date of application the date the certification was signed by the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii.

- 3.19 If the certifying Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii does not check any of the boxes under section 13, but instead writes in a criterion to describe the applicant's condition, should the application be accepted?**

No.

- 3.20 If an application form is submitted more than sixty days after the certifying Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii signed the application, can the issuing agency fax the application form to the office of the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii to get a new date?**

Yes. Staple the return fax copy to the original application form for filing.

- 3.21 If a certifying Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii neglected to mark or sign a required section, can the issuing agency fax the application form to the office of the Hawaii licensed physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii to mark or sign the neglected section?**

Yes. Staple the returned fax copy to the original application form for filing.

- 3.22 If an application form has multiple inks and penmanship, especially for the certifying Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii, and we suspect fraud, can we reject it?**

No, reject the application form only if the application form is not complete.

You must make sure that if the Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii signs section 16 and that the signature matches section 15 if signed. But the rest can be different – it could be typed, it could be filled out by the nurse or assistant on behalf of the doctor. On Side 1, the applicant with a disability might have someone else help fill out the form and the penmanship might be different than the applicant's signature.

- 3.23 Should the issuing agency accept an application form if the certifying physician enters medical license number “W07CAA”?**

Yes. According to Tripler Army Medical Center, W07CAA is the Credentialing and UIC Number. Other medical license numbers issued by other states to U.S. armed forces physicians should be accepted. In any case, a medical license number must be entered or the application will be rejected.

- 3.24 Can a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii self-certify to obtain a permit?**

Yes. Issuing agencies shall accept an application form of a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii who self-certifies his or her own disability to obtain a permit.

### **Replacement of Placard**

- 3.25 What are the requirements for a replacement of a temporary or long term placard?**

The applicant must complete Side 1 of the application form (a new physician's certification is not necessary) and indicate the type of replacement placard requested. The applicant must pay a \$12 replacement fee unless they surrender a mutilated placard. The applicant must also show identification. The issuing agency shall issue the

replacement placard using the same expiration date as the placard that was lost, stolen, mutilated or confiscated.

*Note to issuing agencies: As long as the replacement is for a current placard that has not expired, a new certification is not required for lost, stolen, mutilated or confiscated placards (Side 2 of the application form). However, completion of Side 1 is required.*

**3.26 When can a placard be replaced?**

A placard can be replaced if it was lost, stolen, mutilated, or confiscated.

**3.27 When a replacement placard is issued, what is the length of its validity?**

The replacement is valid only until the date that the original placard was set to expire, even if there are only a few months left until the expiration date.

**3.28 Do applicants submit a police report to replace a stolen placard?**

No. A police report is not required to obtain a replacement for a stolen placard.

**3.29 What are the requirements for the replacement of a disabled paid parking exemption permit/DPPEP?**

The applicant must complete Side 1 of the application form (a new certification is not necessary) and mail it to DCAB. The applicant must pay \$30 for the first replacement, \$60 for the second replacement, \$90 for the third replacement, and \$120 for all subsequent replacements. A check or money order with the appropriate replacement fee amount made payable to the Department of Health must be submitted. Plus, the applicant must submit a copy of the applicant's driver's license.

To replace a mutilated DPPEP placard, the applicant must complete Side 1 of the application form (a new certification is not necessary) and mail it to DCAB with the remaining pieces of the mutilated DPPEP placard. There is no fee to replace a mutilated DPPEP placard. If the remaining pieces of the mutilated DPPEP placard are not submitted, the application form will be treated as an application form for a lost DPPEP placard and DCAB will notify the applicant that payment of a replacement fee must be submitted before a replacement DPPEP placard will be issued.

DCAB will issue the replacement placard using the same expiration date as the placard that was lost, stolen, mutilated or confiscated.

**Special License Plates**

**3.30 How does a first time applicant apply for special license plates?**

Complete Side 1 of the application form. Ensure that section 11 is filled in with the vehicle year, make and model, current license plate number, and registration expiration date. Side 2 of the form must be completed by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii.

In addition, the applicant must complete a county issued Application for Special License Plates form, submit the current certificate of registration for the vehicle and the periodic vehicle inspection certificate, if required, and pay any required fees.

The application form is then processed at a county issuing agency or satellite city hall. The applicant with a disability must be a registered owner of the vehicle. There is a charge for the special license plates. The permittee will be issued an identification card that displays the special license plate numbers.

**3.31 If a person with a disability has a valid placard, how does the person apply for special license plates?**

Complete Side 1 of the application form. Ensure that section 11 is filled in with the vehicle year, make and model, current license plate number, and registration expiration date. Because the applicant already has a database record and the current placard has not expired, he/she is eligible to receive the special license plates without having to obtain a recertification of disability.

In addition, the applicant must complete a county issued Application for Special License Plates form, submit the current certificate of registration for the vehicle and the periodic vehicle inspection certificate, if required, and pay any required fees. The application is then processed at a county issuing agency or satellite city hall. The applicant with a disability must be a registered owner of the vehicle. There is a charge for the special license plates. The permittee will be issued an identification card that displays the special license plate numbers.

**3.32 Do permittees who have a placard and/or special license plates receive a notice of expiration?**

No. The permittee is responsible for knowing when the placard or special license plates expire and may apply for renewal, which requires obtaining a new certification of disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii. The renewal application will be processed up to 60 days prior to the expiration date.

Whether the permittee was issued a long term placard or special license plates, the renewal process is the same.

**3.33 Will the special license plates be mailed to the registered owner?**

On Oahu, the special license plates are mailed to the registered owner. On Kauai, Maui and Hawaii, the special license plates are issued over the counter upon payment of the applicable fee.

## **Renewal of Permits**

### **3.34 When can a long term or disabled paid parking exemption permit/DPPEP placard be renewed?**

A long term placard or disabled paid parking exemption permit/DPPEP placard may be renewed any time after its expiration but not earlier than 60 days prior to its expiration. A new certification of disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii is required.

Example: A completed application for a long term or DPPEP placard renewal can be mailed to DCAB up to 180 days prior to expiration. DCAB will process the application 60 days prior to expiration of the placard.

### **3.35 What are the requirements for renewing a long term or disabled paid parking exemption permit/DPPEP placard?**

The requirements for a renewal are the same as for the initial application for a long term or disabled paid parking exemption permit. The application form must be completed, including a new certification of disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii, even when the applicant has a lifelong disability.

*Note to issuing agencies: If an applicant complains that he or she does not need a new certification of disability because of the permanent nature of the condition, explain that the new certification is for administrative purposes unrelated to the individual's condition.*

### **3.36 Can an application form for a long term or disabled paid parking exemption permit (DPPEP) placard renewal be submitted in person?**

No, an application form for renewal of a long term or DPPEP placard MUST be submitted by mail to DCAB.

A completed application form including a new certification of disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii, must be submitted to DCAB along with a copy of the applicant's identification.

For renewal of a DPPEP placard, certification under sections 16 and 17 must be completed, plus a legible copy of the applicant's driver's license must be submitted.

- Renewal of a temporary placard must be in person and are processed at a county issuing agency.

### **3.37 Must the applicant turn in the expiring/expired long term or disabled paid parking exemption permit/DPPEP placard with the renewal application form?**

No. Along with the newly issued long term or DPPEP placard, DCAB sends the applicant a postage paid business reply mail (BRM) envelope for the applicant to return the old placard to DCAB. However, if the placard is turned into a county issuing agency,

log it in to the permittee's database record, place it in a BRM envelope and send it to DCAB. DCAB will destroy the placard upon receiving it.

**3.38 Is proof of identity required for renewal of temporary parking permits?**

Yes.

**3.39 How often must special license plates be renewed?**

Persons who have special license plates must apply for a renewal every six years, which includes a new certification of disability by a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii. However, a new set of special license plates will not be issued. Special license plates may be renewed up to sixty days prior to their expiration. There is no cost for the renewal of special license plates.



## PART 4 – BENEFITS AND PRIVILEGES

### Using the Permit

#### **4.1 How must the placard be displayed in order to be valid?**

The placard must be hung from the rearview mirror or prominently displayed on the vehicle dashboard when the vehicle is parked in a space reserved for persons with disabilities. The placard must be removed from the mirror before driving.

When a shade screen is placed in a windshield, the placard must be visible from the front of the vehicle.

#### **4.2 Is the permittee required to carry the identification card (issued with the permit) when using a space reserved for persons with disabilities?**

Yes. The permittee must carry the identification card when using the permit (placard or special license plates). The permittee must present the identification card to any law enforcement officer or commissioned volunteer enforcement officer when requested for the purpose of verifying that the placard is being used by the person to whom it was issued. If the user (whether it is the actual permittee or other person) of the permit fails to present the identification card, a citation will be issued, and the permit will be confiscated.

*Note to law enforcement: Because the identification cards do not have a photo, you may suspect that a person has illegally used someone else's permit and identification card. It is appropriate to also ask the person for another form of identification to verify the user's identity, especially identification with a photo.*

#### **4.3 Must the permittee get out of the vehicle when it is parked in a space reserved for persons with disabilities?**

No. However, it is the intent of the law that if the permittee never leaves the vehicle, the vehicle should not occupy the space reserved for persons with disabilities.

*Note to law enforcement: People who are able bodied may "leave" the permittee in the vehicle while they "run in" to an establishment. This is legal, although certainly not the intent of the law. They should be encouraged to park elsewhere if they don't need the space to actively move the person with a disability; however, they should not be harassed or penalized. The identification card should be requested of the occupants of the vehicle if there is suspected abuse.*

#### **4.4 Can a vehicle other than a van be parked in a "van accessible" parking space reserved for persons with disabilities?**

Yes, as long as it displays a valid placard. The van accessible sign serves only to provide notice to persons who drive vans that an access aisle having a width of 96 inches is available. However, if a person driving a regular car has an option of parking in either a space with a 60 inch access aisle or a 96 inch access aisle, the person should park in the space with a 60 inch access aisle to leave open the van accessible space for someone who has a van with a side mounted wheelchair lift or ramp.

#### **4.5 What is an Affidavit of Non-Receipt of Placard?**

An affidavit of non-receipt of a placard is a form that is signed by the permittee to acknowledge that a renewal placard was not received by mail. Upon receipt of a signed affidavit, DCAB will invalidate the previously issued placard and issue a new one. The affidavit must be postmarked within thirty days after the expiration date of the original placard, or within thirty days after issuance of the new placard, if the application is processed after the expiration date. After this time period has passed, the applicant must apply for a replacement of a lost placard.

#### **Reciprocity Between States**

#### **4.6 Are Hawaii permits (placard or special license plates) valid in other States?**

Generally, yes, although it is advisable to confirm with a specific state before using a Hawaii permit there. Under the Federal Uniform System for Parking for Persons with Disabilities (Public Law 100-641), all states are encouraged to recognize permits issued by other states and countries.

#### **4.7 Are out-of-state permits (placards or special license plates) recognized in Hawaii?**

Yes. The State of Hawaii, the four counties, and the private sector must honor valid permits issued by other states and countries and extend the same privileges that go with Hawaii permits.

#### **4.8 Reserved**

#### **4.9 Reserved**

#### **4.10 Reserved**

#### **Benefits and Privileges**

#### **4.11 Does a disabled paid parking exemption permit/DPPEP placard give the user a limited exemption from payment of parking fees at a public or private meter or unattended pay station?**

Yes, if the vehicle is parked in a metered parking space, no payment is required for the first two-and-half hours or the maximum time the meter allows, whichever is longer.

If payment is made via an unattended pay station, no payment is required for the first two-and-half hours. After the exempted time has ended, the permittee must either pay the parking fee or move the vehicle.

#### **4.12 Does a permit (placard or special license plates) exempt the permittee from paying in a lot where an attendant is present to collect parking fees?**

No. As this method of payment is accessible, the permittee is responsible for paying any parking fees.

**4.13 Does displaying a permit (placard or special license plates) allow a vehicle to be parked in a space reserved for someone other than a person with a disability?**

No. Under no circumstances are permittees entitled to park a vehicle in a space reserved for someone else.

**4.14 Does displaying a permit (placard or special license plates) allow a vehicle to be parked in zones where parking is restricted to certain types of vehicles or zones where parking is not permitted?**

No. Under no circumstances are permittees entitled to park a vehicle in zones where parking is restricted to certain types of vehicles or zones where parking is not permitted.

**4.15 Does displaying a disabled paid parking exemption permit/DPPEP placard exempt a vehicle from payment at a parking box or to a parking attendant?**

Only if the lot is unattended.

**Special Parking Situations**

**4.16 Can a permittee be required to obtain another "permit" in order to park in certain facilities?**

Yes, but only if the management of the facility requires all persons who want to park in its lot to obtain its permit.

For example, if parking in a lot is restricted to employees of a business or to university students or any other limited group, then the management of that parking lot can require that all people, including persons with disabilities, to qualify for the other permit or even be put on a waitlist for parking.

The parking management can require the purchase of its own decal or permit to allow a vehicle to park in its lot. However, once that eligibility is determined, the facility must honor the disability parking placard. Parking managers may also require vehicles and permits to be registered in a log or registry for enforcement purposes.

**4.17 What are the rules governing parking for employees with disabilities?**

As a general rule, employees with disabilities that have a parking permit should not park in accessible parking spaces that are designated for visitors (non-employees).

Accessible parking spaces required by the Americans with Disabilities Act for visitors cannot be diminished by employees with disabilities who park in those spaces.

An employee with a disability should ask his or her employer for an accessible parking space as a reasonable accommodation. If it is reasonable to do so, the employer should provide an accessible parking space for the employee with a disability.

Note that the parking space provided could be a regular parking space (not designated with accessible signage and no access aisle) that is closest to the entrance of the employee's work area if the employee does not need an access aisle.

Posting a simple sign to designate the space for the employee with a disability may be sufficient instead of posting a typical accessible parking sign (with the International Symbol of Accessibility) because it could give other permittees the unintended impression that they may park in the space.

If the employer provides parking to its employees for a fee, the employer may require an employee with a disability to pay the parking fee at the same rate.

**4.18 What is the rule on using accessible parking of an entity that the permittee does not intend to visit?**

An entity that provides accessible parking has the right to limit the use of those spaces to its customers. The entity may post tow away signs to notify potential users that unauthorized vehicles will be towed. Notification can be oral as well, i.e., an authorized representative of the entity may tell a potential user that the accessible space(s) are for customers only.

Therefore, a permittee is not authorized to park in any accessible space because he or she has a permit. Instead, the permittee is subject to the rules of the entity that provides or controls the parking lot.

**4.19 May an entity place a time limit on accessible parking spaces in a parking lot?**

An entity may place a time limit on accessible parking as long as the same time limit is placed on all other parking spaces in the lot. It is recommended that an entity that imposes a time limitation notify parkers by posting signage in locations reasonably calculated to call the sign to the attention of potential parkers.

## PART 5 – PENALTIES AND ENFORCEMENT

### Penalties Relating to Improper Use of the Permit

**5.1 What is the penalty when a person parks a vehicle in a space reserved for persons with disabilities without displaying a permit (placard or special license plates)?**

The minimum fine is \$250 and the maximum fine is \$500. In addition, the violator may be required to pay any costs incurred by the court related to assessing the fine.

When the violator is a person with a disability who has been issued a valid placard or special license plates that is currently in effect, and who has failed to display the placard or special license plates while parking in a space reserved for persons with disabilities, the minimum fine is \$25 and the maximum fine is \$100 in addition to any costs incurred by the court related to assessing the fine.

**5.2 What is the penalty when a person parks a vehicle in a space reserved for persons with disabilities that displays an invalid permit (placard or special license plates)?**

The minimum fine is \$250 and the maximum fine is \$500. In addition, the violator may be required to pay any costs incurred by the court related to assessing the fine.

**5.3 What is the penalty when a person parks a vehicle in a space reserved for persons with disabilities when the permit (placard or special license plates) in use was not issued to that person or to any passengers occupying the vehicle in the parking space?**

The minimum fine is \$250 and the maximum fine is \$500. In addition, the violator may be required to pay any costs incurred by the court related to assessing the fine.

It is illegal to transfer a permit from one person to another. The operator of the vehicle, not the permittee, should be cited for unauthorized use which carries a minimum fine of \$250 and a maximum fine of \$500. The permit may also be confiscated.

Also, a notation should be entered in the COMMENTS section of the permittee's database record to indicate the reason for the confiscation.

*Note to law enforcement: Oftentimes, the permittee may be unaware of the unauthorized use of the permit and should not be penalized. However, there are cases where the permittee knowingly and willingly transfers the permit to another person. The administrative rules provide that the permit is subject to suspension or revocation. However, the rules do not specify the length of time for suspension, or which entity(ies) can suspend or revoke the permit.*

**5.4 What is the penalty when a person parks a vehicle, with or without a permit (placard or special license plates), in an access aisle next to a space reserved for persons with disabilities?**

The minimum fine is \$250 and the maximum fine is \$500. In addition, the violator may be required to pay any costs incurred by the court related to assessing the fine.

**5.5 What is the penalty when a person parks a vehicle, with or without a permit (placard or special license plates), so as to obstruct the ingress or egress to a parking space reserved for a person with a disability?**

The minimum fine is \$250 and the maximum fine is \$500. In addition, the violator may be required to pay any costs incurred by the court related to assessing the fine.

**5.6 What is the penalty when a person refuses or fails to present an identification card to a law enforcement officer or a commissioned volunteer enforcement officer upon request?**

When a vehicle is parked in a space reserved for persons with disabilities, a law enforcement officer or a commissioned volunteer enforcement officer may request to see the permittee's identification card that was issued along with the permit.

This provision applies to identification cards issued under Hawaii law. If the permittee or person refuses to present the identification card, a citation should be issued which carries a minimum fine of \$250 and a maximum fine of \$500.

*Note to law enforcement: Hawaii law provides that only an identification card that was issued with a Hawaii permit can be requested. Therefore, if a valid permit issued by another state or country is used, there is no legal basis for requesting an identification card that may (or may not) have been issued with the out-of-state permit.*

**5.7 What is the penalty when a person falsifies an application for a new, renewal or replacement permit?**

The permit should be retrieved. Also, a notation should be entered in the database COMMENTS section to indicate the reason for the revocation.

*Note to law enforcement: The administrative rules provide that the permit is subject to suspension or revocation. However, the rules do not specify the length of time for suspension, or which entity(ies) can suspend or retrieve the permit.*

**5.8 Can out-of-state persons be cited for illegally parking in spaces reserved for persons with disabilities?**

Yes. Out-of-state persons are subject to Hawaii's parking laws.

**Penalties for Fraud**

**5.9 What is the penalty for fraudulently manufacturing or altering a placard?**

It is illegal to fraudulently manufacture or alter a permit for personal use, sale, or issuance to another person. It is also illegal to use a fraudulently manufactured or altered placard to circumvent the issuance requirements.

In addition, each placard that is fraudulently manufactured or altered or that is otherwise used is considered a separate offense. The penalty per separate offense is a petty misdemeanor which carries a fine of up to \$1,000 or up to thirty days in jail or both.

*Note to law enforcement: Fraudulent manufacture of a placard includes manufacture of a placard to resemble an official placard, and manufacture of a placard by an entity for use by its clients or patrons. Fraudulent alteration of a placard includes altering the placard to indicate a different serial number or expiration date.*

**5.10 What is the penalty for fraudulently manufacturing or altering an identification card issued with a permit (placard or special license plates)?**

It is illegal to fraudulently manufacture or alter an identification card (issued with a permit) for personal use, sale, or issuance to another person to circumvent the issuance requirements.

It is also illegal to use a fraudulently manufactured or altered identification card. In addition, each identification card that is fraudulently manufactured or altered for personal use, sale, or issuance or that is otherwise used is considered a separate offense.

The penalty per separate offense is a petty misdemeanor which carries a fine of up to \$1,000 or up to thirty days in jail or both.

*Note to law enforcement: Fraudulent manufacture of an identification card includes manufacture of an identification card to resemble an official identification card, and manufacture of an identification card by an entity for use by its clients or patrons. Fraudulent alteration of an identification card includes altering the identification card to indicate a different serial number, expiration date, permittee's name (and other personal information).*

**5.11 Can a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii be penalized for fraudulently verifying a person's disability?**

Yes. If a Hawaii licensed practicing physician, certified physician assistant, advanced practice registered nurse (APRN), or commissioned medical officer in the U.S. armed forces stationed in Hawaii fraudulently verifies/certifies that an applicant qualifies for a permit, the penalty is a petty misdemeanor which carries a fine of up to \$1,000 or up to thirty days in jail or both.

**Enforcement by Police or Volunteers**

**5.12 Can law enforcement issue a citation for violation of the parking provisions of Chapter 291, Part III, Hawaii Revised Statutes?**

Yes. In addition, any citation issued under Chapter 291, Part III, Hawaii Revised Statutes, may be mailed to the violator pursuant to Section 291C-165(b), Hawaii Revised Statutes.

**5.13 Who is authorized to issue a traffic citation for illegal parking in spaces reserved for persons with disabilities?**

Only law enforcement officers, parking control officers, and duly commissioned volunteer enforcement officers are authorized to issue traffic citations for illegal parking in spaces reserved for persons with disabilities.

**5.14 Who are the “commissioned volunteer enforcement officers” that enforce parking and who trains them?**

The volunteer enforcement officers are commissioned by a county to issue citations for illegal parking in spaces reserved for persons with disabilities, and for other purposes.

The volunteers are persons interested in improving the availability of parking spaces reserved for persons with disabilities.

They have different backgrounds that include retired military and people with disabilities. They are trained and supervised by a county police department.

**5.15 What authority do the “commissioned volunteer enforcement officers” have?**

The commissioned volunteer enforcement officers have authority to request to see a person's identification card that was issued with a permit (placard or special license plates) to determine whether the person using the permit (placard or special license plates) is the person to whom the permit (placard or special license plates) was issued.

They also have authority to issue citations for illegal parking in spaces reserved for persons with disabilities.

In addition, they have authority to retrieve placards for any unauthorized use, such as using a permit issued to another person, using an expired permit, and using a fraudulently manufactured or altered permit.

**5.16 On what property can law enforcement officers and “commissioned volunteer enforcement officers” issue a citation for illegal parking in spaces reserved for persons with disabilities?**

Law enforcement officers and commissioned volunteer enforcement officers have authority to issue citations where public parking is provided. In this context, public parking means a parking facility or site under State or county jurisdiction.

Law enforcement officers and commissioned volunteer enforcement officers have authority to issue citations on the property of a private entity during normal business hours of the entity provided that the private entity's parking lot contains a parking space reserved for persons with disabilities. In this context, private parking means a privately owned parking facility or site where invitation to the general public is expressed or implied.

In addition, the Admissions Act of 1959 (Public Law 86-3) provides for concurrent jurisdiction on federal property where invitation to the general public is expressed or implied. This does not include secure, gated federal facilities. Therefore, law



enforcement officers and commissioned volunteer enforcement officers may issue citations only on federal property where invitation to the general public is expressed or implied.

*Note to law enforcement: For purposes of the parking program, "private parking" does not include strictly residential parking facilities and sites such as apartment complexes, condominiums, and private homes. Invitation to the general public is not expressed or implied on such properties. Therefore, law enforcement officers and commissioned volunteer enforcement officers should not issue citations for illegal parking in spaces reserved for persons with disabilities on such properties.*

**5.17 Is there an appeals process when a citation is issued for illegal parking in a space reserved for persons with disabilities?**

Yes. When a citation is issued, the individual may contest the citation like other traffic violations. The individual may appear in traffic court to contest the citation.

**5.18 What is the rule on parking when transporting a permittee?**

Only a vehicle that displays a permit (placard or special license plates) may park in a space reserved for persons with disabilities when used in connection with the transport of the permittee. Otherwise, it is unlawful for the vehicle to be parked in the space.

**Confiscation of Permits**

**5.19 Can placards and identification cards be confiscated?**

Yes. A law enforcement officer or commissioned volunteer enforcement officer may confiscate a placard or identification card for any unauthorized use.

*Note to law enforcement: Unauthorized use of a placard occurs when (1) someone other than the permittee parks a vehicle in a space reserved for persons with disabilities and displays a placard that was issued to another person, and (2) the vehicle is not being used in connection with the transport of the permittee.*

*Note to law enforcement: Hawaii law provides that commissioned volunteer enforcement officers also have authority to retrieve placards.*

**5.20 What happens when law enforcement confiscates a placard and an identification card?**

When law enforcement confiscates a placard or identification card, it is returned to the issuing agency where it is noted in the COMMENTS section of the database that it was confiscated and the reason for the confiscation.

**5.21 Is there an appeals process when a placard or identification card is confiscated?**

No. There is no appeals process when a placard or identification card is confiscated.

*Note to issuing agencies and law enforcement: The permittee whose placard was confiscated may apply for a replacement placard. The replacement placard will have the same expiration date as the confiscated placard.*

**5.22 What is the policy on confiscation of parking placards?**

Current practice in the City and County of Honolulu.

1. A law enforcement officer may confiscate a permit for unauthorized use under §291-53, Hawaii Revised Statutes, "Parking for Disabled Persons."
  - a. Issue a property receipt to the unauthorized user.
  - b. Issue a \$250 citation under §291-53, Hawaii Revised Statutes.
2. The police department looks up the permittee's database file and notes in the COMMENTS section that the permit was confiscated.
  - a. The police department forwards the confiscated placard to the issuing agency.
  - b. The police department forwards a copy of the property receipt to the issuing agency.
3. The permittee may obtain a replacement for a confiscated placard by (1) completing Side 1 of the application form, and (2) presenting the property receipt to the issuing agency OR the issuing agency checks the permittee's database file (or hard copy file) to determine whether the police department confiscated the permit.
  - a. The permittee must apply in person unless the permittee's database file (or hard copy file) indicates that the permittee was unable to apply in person due to disability.
  - b. An authorized representative may apply on behalf of the permittee if the file indicates that the permittee was unable to apply in person. Require the authorized representative's name and telephone number for entry into the COMMENTS section of the permittee's database file (or hard copy file).
  - c. If the permittee/authorized representative does not have the property receipt or no indication of confiscation is on file, offer to (1) treat the placard as lost and charge a \$12 replacement fee, or (2) allow them to return at a later date and check the files again.
4. There is a \$12 fee for the replacement of a confiscated placard.
5. The unauthorized user is responsible for paying the fine.

**5.23 If a permittee appears healthy and walks quickly, can a law enforcement officer confiscate the placard?**

If the permittee appears to be ineligible by virtue of his or her outward appearance, the law enforcement officer may request to see the identification card that was issued with the placard. If the identification indicates that the permittee had properly obtained the placard, the officer should accept the validity.

However, the officer may note the permittee's name, address, telephone number, and placard number for verification with the database. If the verification indicates that the permittee fraudulently obtained and used the placard, the placard should be confiscated, and the individual should be cited for unauthorized use.

If the identification card appears to have been altered or there is a discrepancy between the information on the identification card and the permittee's appearance (age, height, weight, gender), there may be cause to confiscate the placard and cite the individual for unauthorized use.

## **Towing**

### **5.24 Under what circumstances may a vehicle be towed away from a space reserved for persons with disabilities in a parking lot?**

If the facility posts the appropriate tow away and information signage, it may have a vehicle towed away from a space reserved for persons with disabilities under the following conditions in accordance with §290-11, Hawaii Revised Statutes, "Vehicles" left unattended on private and public property, sale or disposition of abandoned vehicles:

- A permit (placard or special license plates) is not displayed on the vehicle.
- A permit (placard or special license plates) is displayed on the vehicle, but the facility restricts parking to customers only, and the person who parked the vehicle is not a customer.
- If the facility posts signage warning that all vehicles remaining in its parking lot after business hours are subject to towing, and the vehicle is parked after hours.
- If the vehicle is parked in a space reserved for a person other than persons with disabilities.
- If the vehicle is parked in an area restricted to certain types of vehicles.
- If the vehicle is parked in an area where parking is prohibited.

## **PART 6 – ACCESSIBLE PARKING DESIGN AND SIGNAGE**

### **Accessible Parking Spaces**

#### **6.1 What is a “parking space reserved for persons with disabilities”?**

A parking space reserved for persons with disabilities is a public or private parking space designated for the use of a person with a disability, that is designed and constructed in compliance with the requirements of the federal Americans with Disabilities Act of 1990 (ADA), and that is marked with a sign designating the parking space as reserved for persons with disabilities.

The space is 96 inches wide. It has an adjacent access aisle that is 60 inches (or 96 inches wide if the parking space is required to be "van accessible").

*Note: For purposes of the ADA and State statute and administrative rules on parking for persons with disabilities, a private parking space does not include private residential parking.*

#### **6.2 How many parking spaces reserved for persons with disabilities does the Americans with Disabilities Act require for public and private entities?**

The ADA Accessibility Guidelines (ADAAG) establishes the number of accessible parking spaces required for new construction and alternations.

Existing facilities must remove barriers, although there may be situations where full compliance with the ADAAG is not possible. Answers are often site specific.

Questions should be referred to DCAB's Facility Access Unit at (808) 586-8121.

#### **6.3 Is an accessible parking space required to have the International Symbol of Accessibility painted on the asphalt or concrete?**

No.

#### **6.4 Which entities are required to provide a parking space reserved for persons with disabilities?**

Under the ADA, public entities (the State and the counties) and places of public accommodation (e.g., shopping centers, hotels, and professional buildings) are required to provide reserved parking for persons with disabilities whenever parking is provided for others, whether the parking is for employees or the general public (except in the case where an existing place of public accommodation cannot reasonably provide a parking space for persons with disabilities).

If parking is not provided for anyone (employees or the general public), provision of parking for persons with disabilities is not required.

## **Access Aisles**

### **6.7 What is an access aisle?**

An access aisle is an accessible route next to a parking space reserved for persons with disabilities. It provides for clearances appropriate for the loading/unloading of mobility devices and qualified persons with disabilities from a vehicle parked in a parking space reserved for persons with disabilities.

### **6.8 Is the access aisle required to be marked or striped?**

Yes.

### **6.9 Can people park bicycles, mopeds, motorcycles, shopping carts, or place other obstacles in access aisles?**

No. Access aisles must remain free of bicycles, mopeds, motorcycles, shopping carts, or other obstacles to ensure (a) full use of the aisle for loading/unloading of mobility devices and (b) a clear path of travel from the access aisle to the sidewalk.

## **Signage**

### **6.10 What kind of sign is required to designate the parking space as reserved for persons with disabilities?**

A sign designating the parking space as reserved for persons with disabilities is a sign which contains the following information:

- The words "Reserved Parking";
- The International Symbol of Accessibility;
- Words indicating that the space is reserved for parking by persons with disabilities who have a valid parking placard or special license plates; and
- The maximum fine for parking illegally in the space (currently \$500).

### **6.11 Can one sign be used to designate multiple parking spaces reserved for persons with disabilities in a parking lot?**

No. Each parking space reserved for persons with disabilities must be designated by a separate reserved parking sign.

### **6.12 Where should the reserved sign be mounted? How high should the reserved sign be posted to be clearly visible?**

The reserved parking sign must be located at the front of the parking space and must be mounted at minimum 80 inches above the finished floor to the bottom of the reserved parking sign.

**6.13 What kind of sign is required for the access aisle of a parking space reserved for persons with disabilities?**

A sign designating the access aisle is a sign which contains the following information:

- The words “No Parking” and “Access Aisle.”

**6.14 If an existing sign designating a parking space reserved for persons with disabilities does not comply, can an additional sign bearing the required information be posted to supplement the existing sign?**

Yes. A second sign bearing the required information may be posted to supplement the existing sign.

**6.15 Is there an alternative to purchasing a new sign to comply with the State signage requirements?**

Yes. Existing signs may be made compliant by placing self-adhering labels bearing the correct text on the existing sign.

**6.16 Can a sign designating a parking space reserved for persons with disabilities be customized to coincide with an entity’s color and material scheme?**

Yes. Compliance with the *Manual on Uniform Traffic Control Devices for Streets and Highways*, the prescribed standard for a sign designating a parking space reserved for persons with disabilities is recommended, but not required.

However, covered entities must meet the minimum dimensional requirements for the text and graphic for the sign as indicated in the administrative rules.

Therefore, an entity may use colors and materials for the sign that coincide with the entity’s color and materials scheme as long as its sign meets the minimum dimensional requirements for the text and graphic as indicated by the administrative rules.

**6.17 Is a tow away notice required on the sign for either the parking space or the access aisle?**

No. However, if a provider of parking wants to tow vehicles that are illegally parked, it must comply with the signage requirements of §290-11, Hawaii Revised Statutes, “Vehicles left unattended on private and public property; sale or disposition of abandoned vehicles.”

**6.18 Is there a penalty for failure to comply with the State marking and signage requirements for parking spaces reserved for persons with disabilities?**

Yes. Any public or private entity that provides a parking space reserved for persons with disabilities shall comply with the State marking and signage requirements for parking spaces reserved for persons with disabilities.

Under §291-58, Hawaii Revised Statutes, "Requirement to provide parking for persons with disabilities; penalty," a private entity that fails to comply is subject to a fine of not less than \$250 nor more than \$500 for each separate offense. Each day of violation shall constitute a separate offense. Any action taken to impose or collect any penalty shall be considered a civil action.

# APPENDIX A



## AFFIDAVIT

STATE OF HAWAII

)  
)  
)

being first duly sworn,

deposes and says: I am the ☐ father/mother ☐ spouse ☐ guardian ☐ other \_\_\_\_\_ ] of

\_\_\_\_\_  
(FULL LEGAL NAME OF APPLICANT) Date of Birth: \_\_\_\_\_

That this affidavit has been made in connection with the desire of Applicant to secure a state disability parking permit

That the Applicant resides at principal residence address: \_\_\_\_\_

That the Affiant resides at principal residence address: \_\_\_\_\_

Further Affiant sayeth naught.

Dated: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF FATHER/MOTHER/SPOUSE/GUARDIAN/OTHER

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
IDENTIFICATION PRESENTED EXP. DATE

\_\_\_\_\_  
SIGNATURE OF EXAMINER DATE

### FOR NOTARY USE ONLY:

Subscribed and sworn before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_, \_\_\_\_\_ Judicial Circuit

My commission expires: \_\_\_\_\_

#### NOTARY CERTIFICATION (Hawaii Administrative Rules 5-11-8)

Document Date: \_\_\_\_\_ No. Pages: \_\_\_\_\_

Document

Description: \_\_\_\_\_

\_\_\_\_\_  
Notary Printed Name

\_\_\_\_\_  
Circuit

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date

(Stamp or Seal)

(Stamp or Seal)

## PERSON WITH A DISABILITY PARKING PERMIT APPLICATION FORM INSTRUCTION SHEET (FORM PA-3)

### SIDE 1 – TO BE COMPLETED BY APPLICANT

1. **APPLICANT INFORMATION.** Print or type your name, beginning with your first name, middle initial, then last name. Only include a suffix (Jr., Sr., III, etc.) if applicable.
2. **PHONE NUMBER.** Print your telephone number, including the area code. If you do not have a telephone number, write "NONE."
3. **EMAIL ADDRESS.** Enter your email address if you have one. This is optional. DCAB will use it ONLY to contact you for parking program purposes.
4. **DATE OF BIRTH.** Print the month, day and year. Example: If your date of birth is June 30, 1965, you would print 06/30/1965.
5. **HEIGHT.** Print your height in feet and inches.
6. **WEIGHT.** Print your weight in pounds.
7. **GENDER.** Mark the box for either Male, Female, or X.
8. **MAILING ADDRESS.** Print your mailing address.
9. **INDICATE THE COUNTY WHERE YOU LIVE.** Answer only if you live in Hawaii. Mark the box next to the county where you reside. Mark one box only.
10. **PARKING PLACARD REQUEST.** Mark the box next to the type of placard you are requesting.
  - **First time application.** Mark this box if this is the first time that you are applying for a temporary (red) placard, long term (blue) placard, Disability Paid Parking Exemption Permit/DPPEP (green) placard, or special license plates. A temporary (red) placard will be valid for no more than 6 months. There is a \$12 fee for a temporary (red) placard. There is no fee for a first time long term (blue) placard or a first time DPPEP (green) placard.
  - **Second placard.** Mark this box if you want a second temporary (red) placard. A second temporary (red) placard is an additional placard that has the same expiration date as its companion placard. There is a \$12 fee for a second temporary (red) placard.
  - **Renewing placard.** Mark this box to renew your temporary (red) placard, long term (blue) placard, or Disability Paid Parking Exemption Permit/DPPEP (green) placard. You may apply up to 60 days before it expires. The new expiration date will be calculated from the date the form is processed, so you may choose to wait until 30 days prior to expiration or later to submit the form. Print the placard number of your expiring or expired placard(s) in the space provided. Check your blue I.D. card for your placard number(s). If you currently have two temporary (red) placards and want two renewal temporary (red) placards, enter the placard number of each expiring or expired placard in the spaces provided. There is a \$12 fee for renewing each temporary (red) placard. There is no fee to renew a long term (blue) placard or Disability Paid Parking Exemption Permit/DPPEP (green) placard. **YOU MUST ALSO HAVE YOUR DISABILITY RECERTIFIED BY A LICENSED PRACTICING PHYSICIAN/ADVANCED PRACTICE REGISTERED NURSE (APRN).**
  - **Replacing a confiscated, lost, stolen, or mutilated temporary (red) placard or long term (blue) placard.** Mark this box if your temporary (red) placard or long term (blue) placard was confiscated, lost, stolen, or mutilated and is still valid. Print the placard number(s) in the space provided. Check your blue I.D. card for the placard number(s). There is a \$12 fee for replacing a confiscated, lost, or stolen temporary (red) placard or long term (blue) placard. There is no fee for replacing a mutilated placard, but you must bring in its remaining parts, otherwise, it will be treated as replacing a lost placard and a \$12 fee will apply. Side 2 of the form should be left blank.
  - **Replacing a confiscated, lost, or stolen Disability Paid Parking Exemption Permit/DPPEP (green) placard.** Mark this box if your DPPEP (green) placard was confiscated, lost, or stolen and is still valid. Print the placard number in the space provided. Check your blue I.D. card for the placard number. The replacement fees are as follows: first replacement \$30, second replacement \$60, third replacement \$90, and any subsequent replacement \$120. Side 2 of the form should be left blank.
  - **Replacing a mutilated Disability Paid Parking Exemption Permit/DPPEP (green) placard.** There is no fee for replacing a mutilated DPPEP (green) placard that is still valid. You must mail in its remaining parts, otherwise, it will be treated as replacing a lost placard and a fee will apply. Side 2 of the form should be left blank.
11. **(OPTIONAL) SPECIAL LICENSE PLATES.** You must be one of the registered vehicle owners. You must provide information where indicated. You may obtain one set of plates and one long term (blue) placard or one Disability Paid Parking Exemption Permit/DPPEP (green) placard.
12. **(REQUIRED) DECLARATION AND AUTHORIZATION TO RELEASE MEDICAL INFORMATION.** Read the information carefully. This is your statement that you understand the terms of using the placard or special license plates. Sign and date the statement. If you are unable to sign due to your disability, your authorized representative may sign on your behalf. Submit the original form (no copies).

**SIDE 2 – TO BE COMPLETED BY A PHYSICIAN, AMD, OR APRN  
ONLY IF SIDE 1 IS COMPLETED FIRST**

- 13. (Required) CERTIFICATION OF CONDITION.** To qualify for a disability parking permit, the physician, physician assistant (AMD), or Advance Practice Registered Nurse (APRN) must certify that the applicant has a disability that limits or impairs the ability to walk 200 feet without stopping to rest and has been diagnosed with at least one of the conditions listed in (A) **AND** at least one of the functional impacts of the condition in (B).

**Do not provide certification unless at least one condition listed in (A) and at least one condition listed in (B) is true as it pertains to the applicant.**

**NOTE: Under (B), certifying that the applicant cannot walk 200 feet without stopping to rest means the applicant cannot walk 200 feet under the applicant's own power without stopping to rest.**

**The following conditions do not qualify-** visual impairments; mental illness; old age; infancy; deafness; upper limb amputation; pregnancy; behavioral, learning, intellectual or developmental disabilities.

- 14. (Required) DURATION OF DISABILITY.** Mark the box that corresponds to the expected duration of the qualifying disability. If the expected duration is less than six years, mark the box next to the month of the expected duration on the Temporary line. Subsequent certifications can be made if the disability lasts longer than six months. If the disability is expected to last a minimum of six years, mark the 6 years box on the Long Term line.
- 15. (Optional) UNABLE TO APPLY IN PERSON.** Mark **only** if the applicant is unable to apply in person due to a medical condition.
- 16. (Required) PHYSICIAN/AMD/APRN CERTIFICATION.** Input the following information:
- Print physician's/AMD/APRN's full name, phone number and mailing address.
  - Input medical license number (must be a Hawaii license unless military stationed in Hawaii).
  - Circle medical license type (only listed types are accepted).
  - Signature and date (apply to date of certification). A digital signature is accepted. A fax or photo copy of the physician's/AMD/APRN's signature will **NOT** be accepted. Digital signatures are accepted.
  - Signature is valid for 60 days (temporary placard) or 180 days (long term).
- 17. (Optional) CERTIFICATION FOR DISABLED PAID PARKING EXEMPTION PERMIT/DPPEP.**  
Certification is appropriate under this section only if the applicant has (1) a valid driver's license and (2) one of the three conditions listed is true as it pertains to the applicant. **Do not certify if the applicant does not qualify. If certifying the applicant for a DPPEP, full completion of sections 16 and 17 is required.**

**RETURN COMPLETED ORIGINAL FORM BACK TO APPLICANT. YOU MAY RETAIN A COPY  
FOR MEDICAL FILE.**

**A fax or photo copy of the applicant's completed form will not be accepted.**

**WHERE TO SUBMIT THE COMPLETED ORIGINAL APPLICATION**

**First Time and Replacement of Temporary (red) and Long term (blue) Placards; Renewal of Temporary (red) Placards, and Special License Plates Applications.**

Applicant must submit this form to a county issuing site. If the Physician/AMD/APRN certifies that the applicant is unable to appear in person because of a medical condition (see section 15 on Side 2), the applicant's authorized representative must present the applicant's original I.D. along with the completed application form. A fax or photocopy of the applicant's completed form will **NOT** be accepted.

**County Issuing Sites**

The City and County of Honolulu – Satellite City Halls  
Maui County – Division of Motor Vehicles & Licensing  
Hawaii County – Office of Aging  
Kauai County – Department of Finance

**Renewal of a Long Term (blue) Placard.**

Completed original form must be mailed to: DCAB, P.O. Box 3377, Honolulu, HI 96801

**First Time, Replacement, or Renewal of a Disabled Paid Parking Exemption Permit/DPPEP (green) Placard.**

Completed original form, a copy of the applicant's valid driver's license, and payment if the application is for a replacement DPPEP placard, must be mailed to: DCAB, P.O. Box 3377, Honolulu, HI 96801.



STATE OF HAWAII DISABILITY AND COMMUNICATION ACCESS BOARD  
**DISABILITY PARKING PERMIT APPLICATION**

Applicant must present valid I.D. or if mailing the form, attach a legible copy. In lieu of an I.D. a notarized affidavit may be attached from: a Hawaii State or County social service agency, the administrator of a Hawaii State or private nursing home, the spouse, an adult relative, a friend, an assistant, the certifying physician, physician assistant (AMD), or advanced practice registered nurse (APRN). County issuing sites are Satellite City Halls (City and County of Honolulu), DMVL (Maui), DMV (Kauai), and Office of Aging (Hawaii).

**SUBMIT THIS SIGNED ORIGINAL FORM AS FOLLOWS:**

**Temporary (red)** first time or renewing upon expiration – submit form, \$12, and valid I.D. to a County issuing site.

**Long term (blue)** first time - submit form and valid I.D. to a County issuing site.

**Long term (blue)** renewal upon or after expiration – mail form to: DCAB, P.O. Box 3377, Honolulu, HI 96801.

**Temporary (red) or long term (blue)** replacement due to loss, confiscation, or mutilation – submit form, valid I.D., and a \$12 payment to a County issuing site. No payment required for mutilated placards that are submitted to a County issuing site.

**Disabled paid parking exemption permit (DPPEP)** (green) for first time, renewing, or replacing – mail form and a copy of your valid driver's license to: DCAB, P.O. Box 3377, Honolulu, HI 96801. For DPPEP application, #16 and #17 must be completed by physician/AMD/APRN.

**Physician, AMD, and APRN signatures are valid for 60 days, except for long term renewals which are valid for 180 days.**

**APPLICANT INFORMATION** (Please print or type clearly)

1. FIRST NAME		MIDDLE INITIAL	LAST NAME		SUFFIX
2. PHONE NUMBER		3. EMAIL ADDRESS (optional)			
4. DATE OF BIRTH (mm/dd/yyyy)	5. HEIGHT (Feet, Inches)	6. WEIGHT (Pounds)		7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X	
8. MAILING ADDRESS				APT #	
CITY		STATE		ZIP CODE	

9. INDICATE THE COUNTY WHERE YOU LIVE

☐ City and County of Honolulu ☐ County of Hawaii ☐ County of Kauai ☐ County of Maui

10. PARKING PLACARD REQUEST

- ☐ First time application (red, blue, or green placard; or special license plates) ☐ Second temporary (red) placard
- ☐ Renewing placard or plate # \_\_\_\_\_ Second placard (if any) # \_\_\_\_\_
- ☐ Replacing a confiscated, lost, stolen, or mutilated temporary (red) or long term (blue) placard # \_\_\_\_\_
- ☐ Replacing a confiscated, lost, or stolen DPPEP (green) placard # E \_\_\_\_\_  
\* First replacement \$30 / Second replacement \$60 / Third replacement \$90 / Subsequent replacements \$120  
Mail application with check or money order made payable to: Department of Health
- ☐ Replacing a mutilated DPPEP (green) placard # E \_\_\_\_\_  
(include placard with form)

11. (OPTIONAL) SPECIAL LICENSE PLATES (DP) – APPLICANT MUST BE A REGISTERED OWNER OF VEHICLE

<input type="checkbox"/> I currently have special license plates. DP # _____ <input type="checkbox"/> Plates were confiscated, lost, or stolen.		
<input type="checkbox"/> I am requesting special license plates. I am the registered owner of the vehicle on which the special license plates will be affixed, AND the vehicle will be used primarily to transport me.		
Year of Vehicle	Make	Model
Vehicle Lic. #		Vehicle Registration Expiration Date

12. **(REQUIRED) DECLARATION AND AUTHORIZATION TO RELEASE MEDICAL INFORMATION.** I declare, under the penalties of the penal law, that the statements contained herein are, to the best of my knowledge and belief, true and accurate, and that I have not knowingly and willingly made a false statement or given information which I know to be false in connection therewith. I authorize DCAB to contact the email listed in #3 if provided. I also authorize my physician, physician assistant, or advanced practice registered nurse to release medical information necessary to process this application.

APPLICANT ORIGINAL SIGNATURE (or Authorized Representative)

Date (mm/dd/yyyy)

FOR OFFICIAL USE ONLY

First Placard # \_\_\_\_\_

Second Placard # \_\_\_\_\_

Expiration Date \_\_\_\_\_

License Plates # \_\_\_\_\_

FEES COLLECTED, IF APPLICABLE

Amount Collected \$ \_\_\_\_\_

Clerk's Initial \_\_\_\_\_

Date \_\_\_\_\_

## CERTIFICATION BY LICENSED PRACTICING PHYSICIAN/AMD/APRN

All sections on this page must be completed by a licensed practicing physician or physician assistant (AMD) as defined under Hawaii Revised Statutes (HRS) §§453, 455, or 463E, or an advanced practice registered nurse (APRN) as defined under HRS §457. The physician, AMD, or APRN must certify that the applicant (1) has a disability that limits or impairs the ability to walk and (2) has one or more of the specific disabilities listed under items A and B (as defined under HRS §291-51). Individuals who belong to any of the following classes **do not** qualify for a permit based solely on that status; persons who have a visual impairment; persons who have a mental illness; persons who are old; persons who are infants; persons who are deaf; persons who have an upper limb amputation; persons who are pregnant; and persons who have a behavioral, learning, intellectual, or developmental disability.

### 13. CERTIFICATION OF CONDITION (**Must check at least one box in (A) and at least one box in (B):**)

I certify that applicant name: \_\_\_\_\_ has a disability that limits or impairs the ability to walk and has been diagnosed with one of the following conditions:

- (A) (i) ☐ Arthritic ☐ Neurological ☐ Orthopedic ☐ Oncologic ☐ Renal ☐ Vascular
- (ii) LUNG DISEASE:  
☐ FEV < 1L – Forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter.  
☐ P3O2 < 60 mm/hg – Arterial oxygen tension is less than sixty mm/hg on room air at rest.
- (iii) CARDIAC CONDITION according to the American Heart Association Standards:  
☐ Class III – Patients with cardiac disease resulting in marked limitation of physical activity. They are comfortable at rest. Less than ordinary physical activity causes fatigue, palpitation, dyspnea, or anginal pain.  
☐ Class IV – Patients with cardiac disease resulting in inability to carry on any physical activity without discomfort. Symptoms of cardiac insufficiency or of the anginal syndrome may be present even at rest. If any physical activity is undertaken discomfort is increased.

### AND

- (B) Because of the condition identified in #13A, the applicant (**Must check at least one**):
- ☐ Cannot walk 200 feet (under his/her own power) without stopping to rest
- ☐ Cannot walk (under his/her own physical power) without the use of, or assistance from, the following:
- ☐ Artificial Lower Limb(s) ☐ Brace(s) ☐ Crutches ☐ Walkers ☐ Cane(s) (excluding white cane)
- ☐ Another Person ☐ Wheelchair ☐ Other Assistive Device (specify): \_\_\_\_\_
- ☐ Uses portable oxygen

### 14. DURATION OF DISABILITY:

**Mark one box only.** If the disability lasts longer than anticipated, subsequent certification can be made.

Temporary (red) ☐ 1 month ☐ 2 months ☐ 3 months ☐ 4 months ☐ 5 months ☐ 6 months

Long Term (blue) ☐ 6 years (disability is expected to last a minimum of 6 years)

### 15. APPLICANT EXEMPTION FROM APPLYING IN PERSON (Mark only if applicable)

I certify that this applicant is exempt from applying in person due to a medical reason. \_\_\_\_\_

Physician/AMD/APRN Signature

**16. REQUIRED. PHYSICIAN/AMD/APRN CERTIFICATION.** I understand that per HRS §291-51.4, a physician/AMD/APRN/ who fraudulently verifies that the applicant is qualified for purposes of this form shall be guilty of a petty misdemeanor and each fraudulent verification shall constitute a separate offense. DCAB conducts random checks to verify the authenticity of certifications.

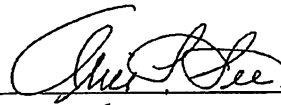
FIRST NAME	LAST NAME	MI	PHONE NUMBER	
MAILING ADDRESS		CITY	HI	ZIP CODE
MEDICAL LICENSE NO. (Hawaii or U.S. Armed Services Stationed in HI)		CIRCLE ONE: MD / MDR / ND / DOS / DOSR / PO / APRN / AMD / NPI		
PHYSICIAN/AMD/APRN ORIGINAL SIGNATURE OR E-SIGNATURE		DATE (mm/dd/yyyy)		

### 17. OPTIONAL. CERTIFICATION FOR DISABLED PAID PARKING EXEMPTION PERMIT: **COMPLETE ONLY IF APPLICANT QUALIFIES.** To qualify, applicant **MUST** have (1) a **VALID DRIVER'S LICENSE**, (2) a mobility disability described in #13(A) and #13(B) above, and (3) one of the conditions below. I physician/AMD/APRN certify that: (check at least one)

- ☐ The applicant cannot reach above the applicant's head to a height of 42 inches from the ground due to a lack of finger, hand, or upper extremity strength or mobility;
- ☐ The applicant cannot approach a parking meter due to the use of a wheelchair or other mobility device; or
- ☐ The applicant cannot manage, manipulate, and insert coins, bills, or cards in a parking meter or pay station due to a lack of fine motor control in both hands.

FIRST NAME	LAST NAME	MI	PHONE NUMBER	
MAILING ADDRESS		CITY	HI	ZIP CODE
MEDICAL LICENSE NO. (Hawaii or U.S. Armed Services Stationed in HI)		CIRCLE ONE: MD / MDR / ND / DOS / DOSR / PO / APRN / AMD / NPI		
PHYSICIAN/AMD/APRN ORIGINAL SIGNATURE OR E-SIGNATURE		DATE (mm/dd/yyyy)		

INTRODUCED BY:

A handwritten signature in cursive script, appearing to read "Chris Lee", is written over a horizontal line.

Upon the request of the Mayor.