



HAWAI'I CIVIL RIGHTS COMMISSION

830 PUNCHBOWL STREET, ROOM 411 HONOLULU, HI 96813 • PHONE: 586-8636 • FAX: 586-8655 • TDD: 568-8692

The Ruth Ke`elikolani Building is Reopening to the Public Effective December 1, 2021

Aloha,

The Hawai'i Civil Rights Commission (HCRC) Office can be reached by mail, email at dlir.hcrc.infor@hawaii.gov, fax: (808) 586-8655, and in-person beginning December 1, 2021. Initially, Department of Labor and Industrial Relations (DLIR) offices including the HCRC will be open for in-person services Wednesdays, Thursdays, and Fridays; and open for telephone, email, and fax communications on Mondays and Tuesdays.

Business Hours/Phone Hours:

Phone hours are 7:45 a.m. to 4:30 p.m. Monday-Friday.

In-person office hours are 7:45 to 4:00 p.m. Wednesday-Friday. In-person services will be provided by appointment and on a first-come first-served basis as time and resources allow.

What to expect when visiting Ke`elikolani Building in person:

For in-person assistance Wednesday-Friday, please note the following continuing COVID-19 requirements, until further notice.

When entering the building, security screening will require:

1. Identification;
2. Vaccination Record Card showing full vaccination or Negative Covid test result from within 48 hours before entry;
3. Mask worn properly;
4. Temperature check; and
5. A limited number of customers in the building at the same time.

Pre-complaint questionnaires (PCQs) and instructions on how to file a complaint are available online at <http://labor.hawaii.gov/hcrc/forms/>. Submissions of PCQs and other documents can be sent via FAX (808) 586-8655, or USPS mail to Hawai'i Civil Rights Commission, 830 Punchbowl Street, Room 411, Honolulu, HI 96813.

Thank you for your patience and cooperation in this matter.