



STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAII  
**DEPARTMENT OF PUBLIC SAFETY**  
*Ka 'Oihana Ho'opalekana Lehulehu*  
1177 Alakea Street  
Honolulu, Hawaii 96813

**TOMMY JOHNSON**  
DIRECTOR

**Melanie Martin**  
Deputy Director  
Administration

**Sanna Muñoz**  
Deputy Director  
Corrections

**Mark M. Hanohano**  
Deputy Director  
Law Enforcement

No. \_\_\_\_\_

TO: Private Process Server Applicants

SUBJECT: PRIVATE PROCESS SERVER REQUIREMENTS

In order, to be placed on the list of private process servers and consequently authorized to serve process in the State of Hawai'i, you must submit a letter from a State Bar certified Attorney at Law or a current authorized process server. The letter should state that you have been trained in serving the following types of processes and that they specifically recommend you for inclusion on the list.

The following list contains the only types of processes that the Department of Public Safety authorizes process servers to serve. The process types are:

1. Orders to Show Cause pursuant to Chapters 603, 604, and 633 Hawai'i Revised Statutes (HRS);
2. Garnishment documents pursuant to Chapter 652 (HRS);
3. Writs of Replevin and Attachment pursuant to Chapter 634 (HRS);
4. Writs of Possession pursuant to Chapters 501 and 666 (HRS);
5. Orders for Examination pursuant to Chapter 636 (HRS); and
6. Writs of Attachment or Execution pursuant to Chapter 651 (HRS).

All other documents not listed above, such as Summons, Complaints, and Subpoenas can be served by anyone 18 years of age or older and not a direct party to the lawsuit.

After acquiring the necessary training, **complete the enclosed forms and return them along with the required letter as stated above. Please mail all the required documents to the above address attention to: Deputy Director for Law Enforcement.**

Enclosures: 1) Information Form  
2) Authorization to Serve Process as Assigned to Private Civil Process Servers  
(This form must be notarized)