**HOW TO OBTAIN DEPARTMENT OF HEALTH CLEARANCE**

**1. Go to** [**www.health.hawaii.gov/san/**](http://www.health.hawaii.gov/san/) **or the HCNP’s public website** [**http://hcnp.hawaii.gov**](http://hcnp.hawaii.gov) **under SFSP, Food Safety**

**2. Find Special Events application. There is a different application for each island, so select the correct one.**

**3. Complete application entirely and scan or save digital copy.**

**4. Send Special Events application to Carol Higa and write in the subject line: 2018 SFSP APP**

[**Carol.higa@doh.hawaii.gov**](mailto:Carol.higa@doh.hawaii.gov)

**5. After approval, Carol will email the app to the site and copy you.**

**6. The DOH will not charge you an application fee.**