



HYSA RISK MANAGEMENT-FAQ

1. Why do I need to provide a social security number on the form?

Answer: A social security number is required to do a proper check of an applicant's criminal history.

2. Why must a government issued picture ID also be given?

Answer: A government issued picture ID is used to verify an applicant's date of birth, picture and signature.

3. I had a conviction over 15 years ago, do I need to check yes to question #1 (Have you ever been convicted of a crime, including a DUI?"

Answer: Yes. Although the conviction may not affect your application, you must disclose this fact or you may possibly be disqualified due to intentionally withholding this information. All convictions (no matter when it occurred) will appear on your background with the Hawaii Criminal Justice Data Center and if the background does not match the information contained in the Volunteer Disclosure and Membership Form, the applicant may be denied membership.

4. Can I submit a copy of my driver's license picture to be used for my pass?

Answer: No. Most driver licenses have a hologram which is placed there in order to prevent copying. This hologram shows up on the copy and distorts the applicant's picture. A clear colored photo headshot measuring 1" x 1" (or similar) is required. Also if submitting passport pictures, please trim photo to size requested.

5. Is it okay to submit one (1) return envelope for more than one (1) application submitted?

Answer: Yes. However, please note that should any of your applicants be delayed for whatever reason, it will hold up all passes. It is recommended that each application have its own return envelope to avoid any delay. Also please make sure enough postage is placed on the envelope in order to avoid any delays.

6. Do I need to put an email address on the application?

Answer: Yes, it would be helpful when communication is needed between the Risk Management Coordinator and the applicant. Calling each person is very time consuming and may result in further delay in processing a pass.

7. What do I put on the upper portion of the form?

Answer: League name is the league you will be participating in (e.g. Oahu, Kauai, Maui, Big Island).

Age Group: self explanatory

Division: Boys or Girls

Club/Team: self explanatory