

## **INSTRUCTIONS**

1. Fill out form legibly and completely (forms not filled out completely will be returned to the employee.)
2. If applicable, attach marriage certificate, birth certificate, court documents for adopted children and adopted parents along with this form.
3. Honolulu-based employees will receive a letter notifying them the Employee Travel Card is ready for pick-up at the Pass Bureau.
4. All other employees will receive their Employee Travel Card through their department secretary.
  - Full-time employees are eligible for travel benefits on HA after the employee completes three (3) months of continuous service. (This includes employee's spouse and dependent children.)
  - Part-time employees are eligible for travel benefits on HA after the employee completes six (6) months of continuous service. (This includes employee's spouse and dependent children.)
  - Parents are eligible for travel benefits on HA after the part-time and full-time employee completes one (1) year of continuous service.

If you have any questions filling out this form, please contact Pass Bureau at (808) 835-3645.

