

Legal Aid Statewide Expedited Hawaii Birth Certificate Request

On-Line Instructions

GO TO: www.legalaidhawaii.org and from the home page select: **ONLINE INTAKE**

Please answer questions on behalf of the client, with the client's information unless where provider information is requested. If the question is a required question, please answer it to the best of your ability, and make a note in the "timeline" section of the application which questions you answered but were not sure of the answer or would like to add more information.

1. Screening questions

For the "Are you filling this application out for someone else?" question, answer yes.

Then answer "yes" to the, "Do you have that person's consent, or are you completing this application as an official representative of that person?" question.

2. Applicant information

Please fill out the "Applicant Information" section with client's information, including demographics, to the best of your ability.

Contact information (address, email address and phone number) should be the client's contact information. If it is okay to leave a VM on the client's phone number, please mark safe. If it is not safe to leave a VM, please do not mark safe. If, for some reason, it is not safe to reach the client by phone at all, please explain that in the timeline section of the application.

Please select "yes" for the question "Are you a provider with one of our direct referral programs?" and enter **HMLS** as the code

Please include YOUR (the provider's) name and contact info in the section underneath the code.

3. Financial Information

Please include all of the client's incomes in the "Financial Information Section". If the client lives with a spouse who is not an abuser, please include the spouse's income in this section as well. If the spouse is abusive, or if the client lives with a partner but they are not married, please only include the client's income.

4. Legal Problem Description

Please answer these questions as if you are the client. Remember to delete the example before you begin typing. There is currently no specific code for birth certificate so please select the category **LICENSES (Drivers, Occupational, other)**

5. *Document Upload*

You may upload any relevant files in the “document upload section” but this is not necessary.

6. *Other Parties*

Please include any other adults involved in this case who are not the client.

If client needs an interpreter, please be sure that you selected a language other than English for the “language” question in the demographic questions. If the client’s first language was not an option, you may include their first language in the “timeline” short answer question.

7. *After Online Request is Submitted*

Once the referral is received, we will contact the client as soon as possible to schedule an appointment for intake and to sign required forms, or we will contact the case manager if we are unable to get in touch with the client.

If you have any questions about the on-line intake referral process, please contact Janet Kelly at janet.kelly@legalaidhawaii.org or 808-265-5793