

The following information shall be used as a guide when completing the Location Code Request Form.

Establishing a New Location Code

Selecting the **Establishing a New Location Code** item signifies a new location will be used. Thus, the creation of a new location code is necessary. The table below identifies what fields are to be completed in the form.

Field	Supplemental Information
Location Code	Leave blank
Effective Date	Enter the date when the establishment of the location code should go into effect
Description	Enter first 30 characters of the <i>Address 1</i> field
Short Description	Leave blank (field was set to the new location code)
Address 1	Enter street address: Room, building, suite, etc., as applicable, separated by a comma
Address 2	Enter address information as applicable
City	Enter City
State	Enter State
Zip Code	Enter Zip Code
Geo Location Code	Enter 4-digit geographic location code

*Please note the **Description, Address 1, Address 2, City** and **State** fields are to be entered in upper case. When completing the fields, the information entered should not exceed the character limit. The character limitations for the following fields are provided: **Address 1 (55), Address 2 (55), City (30), State (6),** and **Zip Code (12)**.

Updating the Worksite Address of a Location Code

Selecting the **Updating the Worksite Address of a Location Code** item indicates components of the address may need to be corrected. This item may also be selected for instances where multiple location codes appear to utilize the same worksite address. Please note that it may be helpful to review the information of the location codes in its entirety on the location table, to identify the components that distinguish location codes from each other. The table below identifies what fields are to be completed in the form.

Field	Supplemental Information
Location Code	Enter CURRENT 10-digit location code
Effective Date	Enter the date when the update should be effectuated
Description	Enter first 30 characters of the UPDATED <i>Address 1</i> field
Address 1	Enter UPDATED street address; Room, building, suite, etc., as applicable, separated by a comma
Address 2	Enter address information as applicable

Location Codes Instructions

City	Enter City
State	Enter State
Zip Code	Enter Zip Code
Geo Location Code	Enter 4-digit geographic location code

*Please note the **Description, Address 1, Address 2, City** and **State** fields are to be entered in upper case. When completing the fields, the information entered should not exceed the character limit. The character limitations for the following fields are provided: **Address 1 (55), Address 2 (55), City (30), State (6),** and **Zip Code (12)**.

Deleting a Location Code

Selecting the **Deleting a Location Code** item implies a location code is no longer being used. Thus, the location code must be inactivated from the location table. The table below identifies what fields are to be completed in the form.

Field	Supplemental Information
Location Code	Enter 10-digit location code
Effective Date	Enter the date when the action should be effectuated

Refer to the information below when completing the address fields. Please note the information entered should align with what is presented below.

Standard Location References	
AVENUE	AVE
BASEMENT	BASEMENT
BOULEVARD	BLVD
BUILDING	BLDG
CENTER	CTR
DRIVE	DRIVE
FLOOR	FL
HIGHWAY	HIGHWAY
LOT	LOT
MALL	MALL
NORTH	N
PARKWAY	PARKWAY
PLACE	PLACE
POST OFFICE BOX	P.O. BOX
ROAD	ROAD
ROOM	RM
SOUTH	S
STREET	ST

Location Codes Instructions

SUITE	SUITE
WAY	WAY
NO PERIODS	
INSERT A COMMA BEFORE RM, BLDG, SUITE	

Submitting the Request

When the Location Code Request Form has been completed, please submit the form to the ECCD email at DHRD.PDGenerator@hawaii.gov. Once we receive the form, we will review the request and take the appropriate action. We will notify the department of the action taken.