

## **HOME-BASED BUSINESS INFORMATION**

A commercial solicitation permit (as required by Army Regulation AR 210-7) allows you to conduct business on Army installations in Hawaii.

### **For installations in Hawaii:**

#### **This is what you need to do and/or provide to us:**

- Completed application, including sponsor's information (military applicants), signature and date on page one. **Please note:** Civilian applicants are required to have an authorized individual holding a valid Department of Defense military identification card as a sponsor. A memorandum of authorization from your Battalion Commander is required if you are an active duty Army soldier. Sponsors E-6 and below require the Unit Commander's signature on the application (page one).
- A memorandum thru your Community Center (if you live on post). **We advise you hand carry your memo.** The Community Center Manager will review and sign your memo if they approve your business in housing. Please ask the center to supply you with a copy of their endorsement.
- A letter of intent (tell us about you, your business and your goals).
- Your business information (catalogs, brochures, pamphlet, handouts, pictures etc.).
- Release/Consent to run a background check
- A copy of your Hawaii State General Excise Tax License (*required by the State of Hawaii*). The Business Action Center, 808-586-2545, is located at 1130 N. Nimitz Hwy or on the web at [www.hawaii.gov/BizEx/home.eb](http://www.hawaii.gov/BizEx/home.eb).
- Insurance License Number and/or Business Registration number (if applicable).
- Make an appointment to drop off completed application packet and present Military ID card Social Security Card. To schedule an appointment at the Directorate of Family and Morale, Welfare and Recreation office, located at 350 Eastman Road, Bldg 547, Wheeler Army Airfield (WAAF), Schofield Barracks HI, 96857-5019, call (808) 656-0083.

#### **This is what we will do:**

- Run a criminal background check. **NOTE: Unfavorable background checks may result in permit denial.**
- Coordinate with the Hawaii Exchange and other agencies as required by AR 210-7.
- Contact you when all steps are completed and request has been granted or denied. The permit is good for one year. Applicants must continue to renew their permits annually.

### **PLEASE ALLOW 4 WEEKS FOR PROCESSING ALL APPLICATIONS**

(Incomplete application packages may result further delays)

#### **Questions or Concerns?**

**POC: Business and Non Profit Liaison**

**Call: (808) 656-0083**

**Email: [usarmy.wheeler.imcom-pacific.mbx.business-liaison@mail.mil](mailto:usarmy.wheeler.imcom-pacific.mbx.business-liaison@mail.mil)**

**NOTE:** If you are interested in a kiosk or table at the PX, please contact AAFES Services Business Manager, at 808-423-2443/7302, 265 McClelland St., Bldg 2171, Hickam AFB, Honolulu, HI 96853 for more information on their short-term contract. For FCC providers contact CYSS at (808) 655-8373.