Mandatory Photo ID

Notification to State of Hawaii pCardholders

Instructions for Cardholder

This document confirms that your application for a new First Hawaiian Bank pCard has been received and processed.Pursuant to Procurement Circular, PC2003-06, Amendment 16State of Hawaii pCardholders are required to have their picture added to their card.

Please visit any First Hawaiian Bank branch to have your photo taken and be sure to bring a photo ID for positive identification.To simplify the process, please bring this form with you and provide it to the branch employee to have your picture taken.

Instructions for First Hawaiian Bank Branch

1. Validate Customer's identity against photo id provided.
2. Have cardholder complete Photo Card per standard branch procedure (leave account number blank)
3. Review photo card to ensure that the Corporate Box and the New Account box are both checked off.
4. After photo is taken, transmit file as part of normal daily work so that we are able to issue the card as soon as possible.
5. Advise customer that card should be received within the next 7 business days.

Sample of Completed Photo Card

Type of Card (Please check one)	☐ Consumer ☐ Business ☑ Corporate	FIRST HAWAIIAN BANK
Account Number:	____ - ____ - ____ - ____	PHOTO DATA CARD
	____ - ____ - ____ - ____	PHOTO SERIAL NUMBER
Name (please print)	Lee Cardholder	01-234567
Company Name MC bus Accts. Only	State of Hawaii (ICAL $150)	
Social Security Number	- optional -	Lee Cardholder
Date Photo Taken		
Reason for Photo	☑ New Account(s) ☐ Name Change or Add Cardholder ☐ Retake	Please sign within box
		MC-1118 (rev. 2/1/11)

If any questions, please contact either Marci Char at 808-844-3184 or Lynne Hirayama at 808-844-4657 in the First Hawaiian Bank Commercial Card department.

First Hawaiian Bank