

Motor Vehicle Ownership Transfer:

CHANGE OF LIENHOLDER PLUS CHANGE OF REGISTERED OWNER (ADD OR REMOVE)

City and County of Honolulu • Department of Customer Services

Directions when you pay off a vehicle loan/change in lienholder **AND** want to change or remove additional registered owners at the same time:

When you pay off your vehicle loan and the lienholder has released the Certificate of Title to you AND you would like to transfer the vehicle into your name only or add another or different joint owner.

Certificate of Title FRONT: Section A

- Fill in the odometer reading for vehicles that are 10 years or less; vehicles 11 years or older are not required to have the odometer reading.
- Date, print and sign your name; if there are joint owners, both owners must date, print and sign their name.
- *Note: Notarization of seller's signature(s) is optional, however, notarization will prevent rejection for irregular signature(s) upon comparison with the signature(s) on file or for signature verification when transfer is recorded in another county.*
- If the title is defaced or mutilated, the legal owner(s) on record must apply for a duplicate title.

[CS-L\(MVR\)10 Application for Duplicate Motor Vehicle Certificate of Title.](#)

Certificate of Title BACK: Section B

- If there is a lienholder, **the lienholder must complete Section B.**
- If the lienholder did not complete Section B, than a lien satisfaction letter may be submitted in lieu of the lienholder's endorsement.

Certificate of Title BACK: Sections D, E

- Complete **Section D**, Application for transfer by new registered owner(s).
 - If the vehicle is to be jointly owned/registered, both parties must sign.
- If there is a new lienholder, the new lienholder must complete **Section E** – Application for transfer by new lienholder.
 - If there is no new lienholder, write the word "Same" in Section E.

Bring the following to a satellite city hall to transfer the vehicle title:

- Certificate of Title that is properly endorsed by lienholder (release of lien), and owner(s).
- Last-issued Certificate of Registration.
- Current state of Hawaii Safety Inspection Certificate.

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Transfer fees:

- Motor vehicle ownership title transfer fee is \$10.
- If the last-issued Certificate of Registration has expired or will expire within 45 days, you will also be required to pay the annual registration renewal.
 - You can check online for the annual registration fee cost for a specific vehicle that is already registered in the City and County of Honolulu at [Honolulu Motor Vehicle Inquiry](#).
 - The total required fees and taxes will be determined by the satellite city hall when you present all required documents.

Vehicle title transfer is not an Express Window transaction. Although not required, an appointment is recommended for this service. Make an appointment online at [AlohaQ.org](#).

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