COVID-19 Motor Vehicle Transfer by Mail Instructions

City and County of Honolulu • Department of Customer Services

Motor vehicle ownership transfers may be processed by mail during the COVID-19 emergency. Please carefully review the instructions below to request a motor vehicle transfer by mail.

Fees:

- If the transfer is completed and the documents are returned to the Motor Vehicle Section within 30 days, the transfer fee is $10.00;
- If the transfer is completed and the documents are returned to the Motor Vehicle Section after 30 days of the transfer, the transfer fee with penalty is $60.00;
- Additionally, if the vehicle registration expires within 45 days of the ownership transfer, the new registration fees must also be paid; see Certificate of Registration section below for details.

Required Documents:

Vehicle's current and valid Certificate of Title, with the following:

- Section A: Assignment of Title by Seller, required;
- Section B: Release of Lien, if applicable;
- Section D: Application for Transfer by New Registered Owner(s), required;
- Section E: Application for Transfer by New Lienholder, if applicable.

Vehicle's current and valid Certificate of Registration:

- If the registration is valid and current, no additional registration fees are required, only the transfer fee is due;
- If the registration period expires within 45 days of the transfer, the new registration fees are required to be paid, so please go online to calculate the amount for the new registration:
  - Go to the City and County of Honolulu's website: www.honolulu.gov;
  - Click on the fourth heading "City Services";
  - In the second column "City Services E-O", scroll to the "Motor Vehicle Inquiry – Title and Fee";
  - Input the required information, including the last four numbers of the vehicle's VIN and the license plate number;
  - Click the "I'm not a robot" box;
  - Click "Submit";
  - When the new window opens up, answer a few more questions and click "Submit";
  - Scroll to the bottom of the webpage for the "Estimated Total" that includes the new registration fee plus the applicable transfer fee.

Vehicle's current Safety Check:

- Please submit the vehicle's current safety check; or
- If the vehicle's safety check is expired, the requirement to mail in the safety check is suspended through May 31, 2020, as a result of the Governor's (COVID-19) Emergency Declaration.

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Payment:

A check, made payable to "City and County of Honolulu."

Mail all required documents and payment to:

Department of Customer Services
Division of Motor Vehicles, Licensing and Permits
P.O. Box 30330
Honolulu, HI 96820-0330

Additional information:

- Buyer is responsible for submitting motor vehicle transfer documents and fee payment.
- Seller is responsible for submitting a completed Notice of Transfer form within 10 days of signing over the Certificate of Title to the buyer.
- For additional information, please call 808-768-4325.

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