

# Motor Vehicle Ownership Transfer: **SELLER**

City and County of Honolulu • Department of Customer Services

**It is highly recommended that the buyer and seller go together in person to transfer the vehicle title and registration (buyer) and submit notice of transfer (seller)**

## Directions if you are **selling** a vehicle:

### **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.

### **Notice of Transfer: Top of Title**

- Detach the Notice of Transfer form that is located on the top of the Certificate of Title, complete the form including the name and address of new owner, and signature of seller, and **submit it within 10 days** to the county where the vehicle was last registered.
- If the form has been previously detached, you may download, print, and complete the [CS-L\(MVR\)53 Notice of Transfer](#) form and submit it within 10 days.
- This is very important step because it informs the city of a pending ownership transfer and can protect the seller from fines and other fees incurred after the date of sale. It is a good idea to keep a copy of this form because it has information about the vehicle, the new owner, and the date of transfer.
- **Penalty for failure to comply is subject to a fine up to \$100.**

### **Provide documents to buyer/new owner:**

- Endorsed Certificate of Title.
- Last-issued Certificate of Registration.
- State of Hawaii Safety Inspection Certificate

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## Tips for private-party vehicle ownership transfers to protect both the buyer and seller:

### **Buyer:**

- Do your research, especially if you do not know the seller, and be wary of unlicensed car dealers disguised as private-party sellers.
- Ask to see an official photo ID (driver's license or state ID) and verify that the registration and title of the vehicle you are purchasing matches the seller's name(s) on their ID.

### **Buyer and Seller:**

- **It is highly recommended that the buyer and seller go together in person to transfer the vehicle title and registration (buyer) and submit notice of transfer (seller).**
- All joint buyer-seller transactions for a single vehicle ownership transfer can be processed in a single appointment at any City and County of Honolulu satellite city hall.
- The buyer benefits because any discrepancies with the vehicle documents can be identified, and the seller can be confident that the ownership transfer is legally finalized.
- Make an appointment online at [alohaq.org](http://alohaq.org) for any of the nine satellite city halls on O'ahu.
- Most satellite city halls offer limited same-day or next-day appointments for motor vehicle transactions, Monday through Friday, excluding state holidays.

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