



## Administrative Recording Requirements

### State of Hawaii

**Marital State:** No  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** All recording done at Bureau of Conveyances via Registrar of Conveyances

**Required Documents:** **Conveyance Tax Certification**

**Website:** <http://hawaii.gov/dlnr/boc/forms>

### Formatting of Documents:

Format specified by statute  
One-sided documents only  
8 1/2 x 11 maximum  
First page should include names/addresses of grantors/grantees, type of documents, and tax map key  
3 1/2" top margin, followed by return-to address in next 1"  
Pages must be numbered in sequential order  
Must be legible for photostatic or electrostatic duplication  
Coversheet can be used if there is insufficient margin space (available on website above)

**Other Requirements:** Self-addresses stamped envelope is required  
Names should include middle initial/name when applicable  
All signatures must include typed, printed, or stamped (not hand written) name and address under signature  
All signatures must match names in documents and notary certificate exactly  
All docs require a notary certificate seal  
Changes to the document require initial by borrower and notary  
Submit documents in duplicate  
Corporate name and title must be printed underneath signatures  
Amendments to documents are required instead of re-records  
Subsequent filings should include reference date, book & pages  
Re-records require reason listed at top of document

**Legal Description:** Certificate of Title number must be listed

**Blanket Assignments:** Not accepted

**Blanket Releases:** Not accepted

**Fee Schedule:** <http://hawaii.gov/dlnr/boc/fee>

**Completion Time:** 6 weeks