

How to fill out CSD-LOA-MVR — Letter of Authorization for DMV

Hawaii · written against CSD-LOA-MVR (2025-04), issued under City and County of Honolulu Department of Customer Services, Division of Motor Vehicles, required for any motor vehicle transaction on behalf of a company or organisation

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/forms/hawaii/csd-loa-
letter-of-authorization/

A company cannot sign a certificate of title, so a company-owned car needs a person the county has agreed to accept. That is what this letter does. Honolulu names it among the documents a seller provides to the buyer where the vehicle is company-owned, and its own heading sets the rule for how it may be presented: all LOAs must be either printed on official company letterhead or submitted using the DMV template, and if the template is used it may be either printed or handwritten. The most important thing on the sheet is the limitation, because the reverse turns your one-word answer into the exact list of transactions your named people may do.

This sheet is not the form. Download the blank CSD-LOA-MVR from the City and County of Honolulu Division of Motor Vehicle, Licensing and Permits at <https://www4.honolulu.gov/docushare/dsweb/Get/Document-350890/hi-loa.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	The date	Top left. It is the date the authorisation is given, and the county files the letter with the transaction it supports. Watch out: A letter dated after the transaction it is meant to authorise is not an authorisation. Sign it before the appointment, not in the queue.
2	YOU	The limitation, in the one blank the sentence leaves	One box carries the whole scope: this letter hereby authorizes the following individuals to _____ vehicles for, with see reverse side for limitation list printed underneath it. Write the verb and then spell out the transactions rather than relying on the verb alone. Watch out: If the company needs to release ownership AND apply for a duplicate title AND collect plates, write all three. There is no implied extra permission, and the county reads the box literally.
3	YOU	Legal name of the company	As registered with the State of Hawaii - the form names the Department of Taxation, the DCCA and BREG beneath the rule. Watch out: Trading names and registered names differ more often than people think. Take it from the registration, not from the invoices.
4	YOU	Address and phone	Street, then city, state and zip across three boxes, then a phone number on its own line. Watch out: Use the registered address. A counter checking the company against a public register is comparing this against that.
5	YOU	Up to three authorised individuals	Three pairs of rules, each with a printed name and title on the left and that person's signature on the right. Watch out: Everyone who might turn up at the counter should be on the letter. Adding a fourth name later means a fresh original, not an amendment.
6	YOU	The authorising signature and title	The block at the foot, signed by an individual with authority to bind the company, with their title in the box beside it. Watch out: Bring proof of that authority to the counter - the county accepts a GET licence copy, a DCCA officer listing, an original business card showing signing authority, or photo identification.
7	OTHER	The reverse: the limitation list	Not a fill-in page. It is the county's own explanation of what a general, specific, buy-only or sell-only authorisation permits. Watch out: Read it before page one, not after. It is the only part of the document that tells you whether the letter you are about to write does the job.

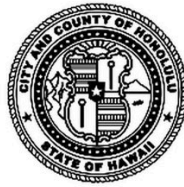
What gets this one rejected

- A photocopy. The county's requirement is an original or a certified copy of an original.
- A letter on plain paper. It has to be on company or business letterhead, or on the county's own template.
- A signature from someone whose authority nobody can check. Honolulu asks a representative completing the letter at the counter to prove they may sign - a copy of the GET licence, a listing as an officer on the DCCA website, an original business card showing title and signing authority, or government-issued photo identification.
- A company name that does not match the register. The form asks for the legal name as registered with the State of Hawaii Department of Taxation, the DCCA or BREG, not the trading name on the van.
- A limitation written more narrowly than the job. The reverse is explicit that an authorization only to sell lets those individuals only release ownership or apply for a duplicate title - so a company that also needs to collect replacement plates has to say so.

☐ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

Read off CSD-LOA-MVR (2025-04) and the City and County of Honolulu Division of Motor Vehicle, Licensing and Permits's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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LETTER OF AUTHORIZATION

(All LOAs must be either printed on official company letterhead or submitted using the DMV template.
If using the DMV template, it may be either printed or handwritten.)

1 DATE: 08/14/2026

To: Division of Motor Vehicles
PO Box 30330
Honolulu, HI 96820

This letter hereby authorizes the following individuals to sell (release ownership and duplicate title only) vehicles for:

(Insert limitation here)
See reverse side for limitation list

3 Waipahu Reef Landscaping LLC

Legal Name of Company or Corporation
(as registered with the State of Hawaii - Dept. of Taxation, DCCA, or BREG)

4 94-1180 Pupukahi Street

Street Address

Waipahu HI 96797

City

State

Zip

(808) 555-0176

Phone Number

5 Malia K. Nakagawa, Operations Manager

Printed Name & Title

Malia K. Nakagawa

Signature

Printed Name & Title

Signature

Printed Name & Title

Signature

Sincerely,

Nolan P. Iwasaki, Member Member

Signature/Printed Name

Title

(MUST BE SIGNED BY AUTHORIZED INDIVIDUAL. SEE REVERSE SIDE FOR LIST)

DESCRIPTION:

A signed statement from a business, organization, or entity to identify who is authorized to act on behalf of the business, organization, or entity.

REQUIREMENTS

The letter should be original or certified.

The letter should be signed by authorized individuals described as follows:

- Sole proprietorship
 - The owner
- Partnerships
 - All partners
- General Partnership
 - All General Partners and also submit the partnership agreement
- Corporations
 - A corporate officer holding the title of president, vice-president, secretary or treasurer; Chief Executive Officer, Chief Operating Officer, Chief Financial Officer
- LLC (Limited Liability Companies)
 - Officer holding the title of "Member" for member-managed companies
 - Officer holding the title of "Manager" for manager-managed companies
- LLP (Limited Liability Partnership)
 - One of the partners
- Other organizations, entities, or exceptions to the above
 - The individual authorized by the organization or entity. Also submit the bylaws, organizational agreement, or other document that defines the position of the authorized individual

LIMITATIONS

The authorization may be general (buy and sell) or it may be specific (ie, register only).

- If the authorization is **buy/sell**, authorized individuals may buy, sell, and apply for duplicates and replacements.
- If the authorization is **specific**, authorized individual may act only as specified with specific actions identified.
- If the authorization is to **only buy**, authorized individuals may only register and only apply for replacement plates and/or emblems.
- If the authorization is **only to sell**, authorized individuals may only release ownership or only apply for duplicate title.