

How to fill out CS-L(MVR)201 — Affidavit, Non Receipt of Mail

Hawaii · written against CS-L(MVR)201 (01/2026), issued under City and County of Honolulu Department of Customer Services, Division of Motor Vehicles, sworn by the registered owner or by the lienholder the document was mailed to

[sellmycarhub.com](https://sellmycarhub.com/forms/hawaii/csl-mvr-201-non-receipt-of-mail/)
/forms/hawaii/csl-mvr-201-non-receipt-of-mail/

A Hawaii certificate of title is posted, not handed over - the county says so about a paid-off lien, where the title is updated and mailed to the address on file. When the envelope never arrives, this is the form. It covers four different items with one tick list: certificate of title, certificate of registration, emblem and license plate. The affidavit is narrower than a duplicate application and its certification says why: you are swearing not only that the item did not arrive but that the address of record is your correct mailing address, which is what tells the county the loss was in the post rather than in their file.

This sheet is not the form. Download the blank CS-L(MVR)201 from the City and County of Honolulu Division of Motor Vehicle, Licensing and Permits at <https://www4.honolulu.gov/docushare/dsweb/Get/Document-326004/hi-mvr201.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	Plate number and VIN	The two identifiers at the top. They let the county find the mailing record for the item you say never arrived. Watch out: Both, not one. The department-use block records the date originally mailed, and the clerk needs the record before they can look at that.
2	YOU	Which item did not arrive	Four boxes: certificate of title, certificate of registration, emblem, license plate. Tick only what was actually posted to you. Watch out: For a seller the title box is usually the one, and it usually follows a lien being paid off. Ticking registration as well because it is also old is a second claim you cannot support.
3	YOU	Printed name, and who you are	The line is captioned printed name of registered owner or lienholder for duplicate title, which is the form acknowledging that a lender may be the one making the claim. Watch out: If a lender is on record and the title was mailed to them, the claim is theirs to make. Ask them before you file your own.
4	YOU	Signature	The affidavit's main signature, directly under the printed name. Watch out: No notary block appears anywhere on this sheet, so nothing here needs witnessing - it is an affidavit in name and a signed certification in practice.
5	YOU	Address of registered owner	The address you are certifying is correct and current. This is the pivot of the whole document. Watch out: If it differs by so much as an apartment number from the county's record, sort the address out first. A replacement posted to the same wrong place solves nothing.
6	YOU	Signature of co-owner	A second rule for a jointly held record. Watch out: Leave it blank on a solely owned vehicle rather than signing twice yourself, which is what people do when they read it as a witness line.
7	YOU	Date	The date of the affidavit, at the foot of your half of the sheet. Watch out: Give the post a reasonable interval first. Swearing non-receipt three days after the county mailed something is a claim you may have to withdraw.
8	OTHER	The department use only block	Six fields the clerk completes: transaction control number, date originally mailed, new license plate, new emblem, clerk name, date processed and a supervisor's signature. Watch out: Leave every one of them empty. The date originally mailed is the county's own record, and filling it in yourself is answering a question that was asked of them.

What gets this one rejected

- Using it for something you had and lost. This affidavit is for an item the county mailed that never reached you; a certificate that arrived and then went missing is a duplicate application instead.
- Certifying an address that is not current. The certification is that the address of record is your correct mailing address - if it is not, the fix is a change of address, and this form would be false.
- Not returning the original if it turns up. The undertaking is printed on the form: if the original is subsequently delivered, you will return it together with the envelope that contained the items mailed.
- One signature on a jointly held record. There is a separate rule for a co-owner and it is there to be used.
- Ticking more than the county actually mailed. Each box is a separate claim about a separate item, and the department-use block records the date each was originally mailed.

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



CITY AND COUNTY OF HONOLULU
DEPARTMENT OF CUSTOMER SERVICES • DIVISION OF MOTOR VEHICLES
 P.O. Box 30330, Honolulu, HI 96820-0330



AFFIDAVIT

NON RECEIPT OF MAIL

1 License Plate Number: KHM 274

Vehicle Identification Number: 2HGRM4H57EH715204

I certify that I have not received the certificate/emblem/plate as indicated below which was mailed to my address of record. The address of record is my correct mailing address. I understand that upon issuance of a replacement, the original will no longer be valid for any purpose. If the original is subsequently delivered, I will return it together with the envelope that contained the item(s) mailed.

2 ☒ **CERTIFICATE OF TITLE** ☐ **CERTIFICATE OF REGISTRATION**
☐ **EMBLEM** ☐ **LICENSE PLATE**

3 Malia K. Nakagawa
 PRINTED NAME OF REGISTERED OWNER OR LIENHOLDER FOR DUPLICATE TITLE

Malia K. Nakagawa
 SIGNATURE OF REGISTERED OWNER OR LIENHOLDER FOR DUPLICATE TITLE

5 2914 Kilihau Place, Honolulu, HI 96819
 STREET ADDRESS CITY STATE ZIP

SIGNATURE OF CO-OWNER OR LIENHOLDER FOR DUPLICATE TITLE

7 08/03/2026
 DATE

Submit this completed form to a Satellite City Hall near you or Mail to:
 Division of Motor Vehicles, P.O. Box 30330, Honolulu, HI 96820

(FOR DEPARTMENT USE ONLY)

8 TCI: _____ DATE ORIGINAL MAILED _____

NEW LICENSE PLATE: _____ NEW EMBLEM: _____

CLERK'S NAME: _____ DATE PROCESSED: _____

SUPERVISOR'S APPROVAL: _____