



**STATE OF HAWAII**  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
BUREAU OF CONVEYANCES

## **E-RECORDING GUIDELINES (UPDATED 7/17/2020)**

- 1) When submitting document(s):
  - a. Unrelated documents should be entered in separate packages. Typical packages should have no more than five (5) documents per package.
  - b. Enter the Job Number (if applicable) as the Package Name.
  - c. Select instrument code of document. See 6.b regarding Multi-action document entry.
  - d. Upload document image in “tif” format (300 DPI, no color).
  - e. Enter “N/A” as the Island Code if there is no conveyance involved.
  - f. Enter at least one grantor and grantee name per document.
  - g. If applicable, enter “Associate Document” number of the document being referenced for this package.
  - h. If the document involves conveyance, include the following:
    - i. Island Code
    - ii. Consideration Amount (enter \$0.00 if exempt)
    - iii. Conveyance Tax Amount (enter \$0.00 if exempt)
    - iv. Tax Map Key (TMK) in the format “x-x-x-xxx-xxx-xxxx”  
(islandzone-section-plat-parcel-CPR)
    - v. Upload proper Conveyance Tax Form P-64A or P-64B (See 6.a regarding Double System entry.)
    - vi. Upload Certificate of Good Standing as applicable for Land Court (Torrens).



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- v. When submitting the Certificate of Good standing, it must follow the P-64 form as another helper document
  - vi. Limit Noted-on Certificate references to one (1) per document.
- 2) For Hawaii Land Title Association (HLTA) members only, documents must be submitted by 8:30AM HST to receive the next business day's recording date and "8:01" time. Rejected "8:01" documents must be resubmitted by 3:00PM HST on the original submission date to retain this recording date and "8:01" time.
- 3) All other documents submitted (non-HLTA) should be reviewed or processed within three business days of receipt.
- 4) ALL timeshare documents are submitted in the Regular (Abstract) system.
- 5) Rejected and recorded documents are viewable via your vendor's website.
- 6) Special instructions for recording the following:
- a. Double system
    - i. Package must be marked as "double system" and submitted through the Land Court (Torrens) system.
    - ii. Package should be limited to simple individual action documents.
      - 1 Package should not have fill-ins or multi-action documents.
      - 2 More "complex" double system documents should be submitted at the counter or mailed in.
    - iii. Torrens and Abstract recordation fees will both be charged.
    - iv. Appropriate Conveyance Tax Form should be completed and submitted with Land Court (Torrens) package.



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- 1 Conveyance tax amount for the Regular (Abstract) system package is "\$0.00".
  - v. The certificate number, consideration and conveyance tax will only appear on the Torrens label.
  - vi. If the document contains more than 50 pages, the additional page fee will be charged to both the Torrens and Abstract documents.
- b. Multi-action Documents
- i. Package must contain a single document image.
    - 1 Package should not have fill-ins or additional multi-action documents.
    - 2 Each additional action will be assigned by the BOC and changed for a recording fee for each.
- c. "Reference-stamped" (Fill-in) Documents
- i. When using the reference stamp feature (also known as the "fill-in" feature), please be aware that the Bureau has no way of reviewing the stamp placement for correctness prior to recordation.
  - ii. If the documents were incorrectly referenced and impacts the validity of the document, the submitter will be responsible for recording the proper documentation (ie. amendment) to correct it.
- d. Project eRecording
- a. Packages should have no more than five (5) documents per package.



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- b. Scheduling of projects may be approved by the BOC before submitting electronically.
- 7) The following documents are not accepted for eRecording at this time:
- a. Documents that require more than one noted-on certificate
  - b. Documents that require a condo map number
  - c. No fee documents
  - d. "Back-to-back" documents (or those requiring consecutive numbering)
  - e. Multi-action documents with more than 50 pages

Note that the electronic recording label will no longer contain a bar code as the document does not need to be scanned into the Bureau's land records system. We will continue to expand our eRecording capabilities and capacity and will update this document through your electronic recording provider. THESE GUIDELINES ARE SUBJECT TO UPDATES.