

**City & County of Honolulu
 Department of Customer Services
 Motor Vehicle Registration Division**

Return Completed Form to:

City and County of Honolulu
 Dept of Information Technology
 Attn: MVR Analyst
 650 S King Street 5th floor
 Honolulu, HI 96813

Fax: (808) 768-7660
 Email: wchow@honolulu.gov

ELT Vendor Information	Date _____
Vendor Name _____	
Address _____	
City, State Zip Code _____	
Contact Person _____	
Phone Number _____	
Email Address _____	
Lien Holder Information	Lien holder information as recorded on the DMV vehicle record and title All fields required unless otherwise noted
Lien Holder Name _____	
Address Line _____	
City _____	
State _____	
Zip Code _____	
Federal EIN _____	
Contact Person (optional) _____	
Phone Number (optional) _____	
Email Address (optional) _____	
Hawaii DMV Use Only	
Dated Received	Approved/Rejected
DIT Use Only	
Lien Holder ID(max 4 char)	Start Date
Service Provider Account ID	Submit copy to DIT
Service Provider User ID	Update Lien Table
	Update Site Table

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INSTRUCTIONS

ELT Vendor Information

1. Complete name, address, contact information of chosen ELT vendor or third party service provider.

If vendor is not an Hawaii-approved ELT vendor, vendor will need to go through an approval process before ELT processing can begin. Vendor should contact the MVR Analyst to begin this process.

Lien Holder Information

1. Complete name and address information of lien holder. This information will be used as the name/address of the lien holder on all title documents.

2. Federal EIN – This information is needed to identify specific lien holders or specific branches of a lien holder. This will be important when liens are transferred between lien holders.

3. Contact information – this information will be used DMV to contact the lien holder if there is a problem with an ELT message or file.

DMV Information

1. Identify date the form was received.

2. If approved, sign and send a copy of the form to DIT for further processing. If not approved, contact lien holder/vendor for an explanation.

DIT Information

1. Work with ELT vendor and assign a lien holder identifier (ELT Key)

2. If a new vendor, get Uni network account id and user id for mailbox file transfer setup.

3. Instruct DMV to add the lien holder on the DMV Lien Holder Table.

4. Add lien holder ID to the Site Table via UMEN. Dump the online file to disk to produce a batch version of the site table.