

Letters of Authorization Guidelines

- The letter of authorization (LOA) allows the person(s) named to complete all motor vehicle transactions on behalf of the company.
- This letter of authorization must be **printed or typed legibly**.
- Print or type the date on the letter of authorization.
- Supersedes or in addition to must be indicated on the LOA.
- **No deletions** will be accepted. In order to delete an authorized person, the company must submit a new letter of authorization.
- Print or type the name of the company or corporation with the appropriate address.
- Include the authorized person(s) name & title with the original signature specimen.
- Print or type the corporate officer name and title with the original signature specimen. Please include a contact telephone number in case we need to contact your company.
- The letter of authorization must be notarized with the signature of the company's corporate officer or it must be embossed with the company's corporate seal.
- Also accepted in lieu of this LOA is a printed company letterhead. Please follow the criteria listed above to complete this letter. *Letters written on company letterhead do not need to be notarized.*
- Please note: We strongly recommend that your company submits an updated authorization list anytime there are changes on the letter.

COUNTY OF KAUAI DEPARTMENT OF FINANCE
DIVISION OF MOTOR VEHICLES & LICENSING
4444 RICE STREET, SUITE #466, LIHUE, HI 96766

LETTER OF AUTHORIZATION

Date: _____

Gentlemen:

This letter hereby authorizes the persons named below to sign for all documents presented to your division for the purpose of registration, ownership transfers, duplicates, renewals and junking of any and all motor vehicles owned within the State of Hawaii in behalf of:

Name of Company or Corporation

Street Address

City

Zip Code

Please note that this list [**SUPERSEDES** is in addition to] all other letters that have been submitted to The Division of Motor Vehicles & Licensing.

Print (Name/Title)

Signature

Print (Name/Title)

Signature

Print (Name/Title)

Signature

Print (Name/Title)

Signature

Print (Name/Title)

Signature

Sincerely,

By: _____
Corporate Officer Printed Name for the Company Referenced above

Telephone Number

X _____
Corporate Officer Signature for the Company Referenced above

Our corporate Seal is affixed in lieu of notarization as required by your Division.

Affix Corporate Seal

Or

Subscribed and sworn to me this _____ day of _____, 20____

Notary Public

My Commission Expires: _____

Place Notary Seal Here

Place Notary Seal Here