

### Recordation

"All deeds, leases for a term of more than one year, mortgages of any interest in real estate, or other conveyances of real estate within the State, shall be recorded in the Bureau of Conveyances. Every such conveyance not so recorded is void as against any subsequent purchaser, lessee, or mortgagee, in good faith and for a valuable consideration, not having actual notice of the conveyance of the same real estate, or any portion thereof, or interest therein, whose conveyance is first duly recorded."

- A. All documents should be no larger than eight and one-half inches by eleven inches or Registrar might refuse to accept it for recording. All documents must be single-sided sheets of written text. No paper or materials can be secured or attached to a page in any manner that may conceal any written text. The document should be stapled once in the upper left hand corner.

Each document sent for recording must have a cover sheet attached to it. The top 3-1/2 inches of space (no less than 3-1/2 inches of cleared area) on the first page of all instruments to be recorded shall be reserved for Land Court recording information on the left half of such space, and for Regular System recording information on the right half of such space. The following one inch of space shall be reserved for the mailing address of the party to whom the document should be returned (mail to or pickup by). Each cover sheet must contain the following information:

1. Tax map key number;
2. Type of document;
3. Name of all grantors and grantees involved;
4. Address of grantee.

The registrar may refuse to accept instruments, papers, or notices presented for recordation which will not reproduce legibly under photographic or electrostatic methods.

## B. Conveyance Tax

1. State of Hawaii, Department of Transportation (DOT) is exempt from paying Conveyance Tax on acquisition for transportation purposes. Exemption from Conveyance Tax, Form P-64B (Rev. 2004) (green) "Exhibit B", (see page 6.4-A) to be attached to all deeds from parties other than another governmental agency to DOT and must be signed by a ROW Agent. On the third sentence of the said form "The conveyance involves," "C. OTHER - Explain," type in "acquisition of property acquired by the State of Hawaii under threat of eminent domain".
2. When the State sells any remnant, the Conveyance Tax is required to be paid by the buyer. The Conveyance Tax is based on the consideration paid and a Conveyance Tax Certificate, Hawaii Form P-64A (Rev. 2005) (yellow) "Exhibit C", (see page 6.4-B) with the cash or check must accompany the document to be recorded.
3. The Conveyance Tax Certificate must be filed within 90 days after the date of the transaction. Penalty of 5% per month up to an aggregate of 25% shall be imposed for late filing.
4. The Conveyance Tax is required only for Deeds and Leases. The following tax exempt documents do not require a conveyance tax certificate:
  - a) Documents executed prior to January 1, 1967;
  - b) Documents given to secure a debt or obligation;
  - c) Documents confirming or correcting a deed transfer, or conveyance previously recorded or filed;
  - d) Leases or subleases with terms of less than 5 years;
  - e) Consideration of \$100 or less is exempt from Conveyance Tax;
  - f) Any deed, lease, sublease, assignment of lease, instrument or writing in which the United States or any agency or instrumentality thereof or the State or any agency, instrumentality, or governmental or political subdivision thereof are the only parties thereto;

- g) Any document or instrument (executed pursuant to eminent domain proceedings by) conveying real property to the State or any agency, instrumentality, or governmental or political subdivision thereof pursuant to the threat of the exercise or the exercise of the power of eminent domain;
- h) Documents which solely convey or grant an easement or easements.

**C. Checks**

- 1. Checks may be made payable to either the "Bureau of Conveyances" or the "Director of Finance, State of Hawaii, A/C Land and Natural Resources".
  - 2. Checks over six months old will not be accepted.
- D. No instrument or map, or any attachment can be larger than eight and one-half inches by 11 inches.**
- E. If the instrument contains more than one page, it shall be stapled once in the upper left corner and shall not have a cover or backer attached.**
- F. Upon completing the above procedures all documents shall then be placed on record with a receiving clerk in either the Land Court System Division (for registered land) or Regular System of Conveyances (for unregistered land), Department of Land and Natural Resources (DLNR) between the hours of 8:00 A.M. to 3:30 P.M.**
- G. All documents are considered recorded at the time so noted.**

**Following Recordation**

- A. After documents have been processed through the Conveyance Division, HWY-RA shall be notified (paragraph 5.2.A.1) for "pickup".

- B. For unregistered and registered lands, the originals shall be transmitted to HWY-RL.



STATE OF HAWAII—DEPARTMENT OF TAXATION  
**EXEMPTION FROM CONVEYANCE TAX**

DO NOT WRITE OR STAPLE IN THIS SPACE

(Please Type or Print) **CLIP THIS FORM TO DOCUMENT TO BE RECORDED.  
DO NOT STAPLE.**

Before completing this form, please read the Instructions for Form P-64A and Form P-64B. To obtain the Instructions, go to the Department of Taxation's website at [www.state.hi.us/tax](http://www.state.hi.us/tax) or call the Department's Forms Request Line at 587-7572 or 1-800-222-7572 (toll-free).

**Note:** Section 247-6, Hawaii Revised Statutes (HRS), requires this form to be filed for the exempt transfers listed in Parts III & IV of this form. **PART I.** All areas must be completed. If any area is incomplete, Form P-64B will not be accepted/approved.

**1. TAX MAP KEY INFORMATION:**

TAX MAP KEY				
Z	S	PLAT	PARCEL	CPR NO.

ISLAND \_\_\_\_\_ APT. NO. \_\_\_\_\_

**2. DATE OF TRANSACTION:** \_\_\_\_\_

**4. REAL PROPERTY TAX INFORMATION:**

If document will not be recorded, please provide: (1) land area; and (2) address or short legal description of property here: \_\_\_\_\_

Please provide mailing address for assessment notice (do not enter "Same" or "No Change"):  
NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

ZIP \_\_\_\_\_

Please provide real property tax billing address, if different from assessment address (do not enter "Same" or "No Change"):  
NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

ZIP \_\_\_\_\_

**PART II.** This part must be completed. Enter all amounts paid or required to be paid for the real property interest conveyed (cash and/or noncash). See Instructions.

1. Cash.....
2. Relief/assumption of debt.....
3. Value of tangible good(s) e.g. equipment, furniture, etc. ....
4. Value of real property interests exchanged.....
5. Value of shares of stock.....
6. Value of interest in limited liability company/limited liability partnership/partnership.....
7. Value of any other economic benefit.....
8. Total amount of actual and full consideration (add lines 1 through 7).....

Is the total amount of the actual and full consideration more than \$100? If so, the exemption for a conveyance that involves an actual and full consideration of \$100 or less is not applicable. Check the Specific Instructions for Form P-64B to see if the transfer qualifies for another exemption. If the transfer does not qualify for an exemption from the conveyance tax, you will need to file Form P-64A, instead of Form P-64B, and pay the conveyance tax.



STATE OF HAWAII—DEPARTMENT OF TAXATION  
**CONVEYANCE TAX CERTIFICATE**  
(Please Type or Print)

DO NOT WRITE OR STAPLE IN THIS SPACE

**PART I****1. TAX MAP KEY INFORMATION:**

TAX MAP KEY				
Z	S	PLAT	PARCEL	CPR NO.

ISLAND \_\_\_\_\_ APT. NO. \_\_\_\_\_

**CLIP THIS FORM TO DOCUMENT TO BE RECORDED AND MAIL OR DELIVER TO THE BUREAU OF CONVEYANCES. DO NOT STAPLE.** All parts of this Form **MUST** be completed. If any area is incomplete, Form P-64A will not be accepted.Before completing this form, please read the instructions for Form P-64A and Form P-64B. To obtain the instructions, go to the Department of Taxation's website at [www.state.hi.us/tax](http://www.state.hi.us/tax) or call the Department's Forms Request Line at 587-7572 or 1-800-222-7572 (toll-free).**2. NAMES OF PARTIES TO THE DOCUMENT:****SELLER(S) / TRANSFEROR(S) / GRANTOR(S), ETC.****PURCHASER(S) / TRANSFEREE(S) / GRANTEE(S), ETC.****3. REAL PROPERTY TAX INFORMATION:**

If the document will not be recorded, please provide: (1) land area; and (2) address or short legal description of property: \_\_\_\_\_

Please provide mailing address for assessment notice (do not enter "Same" or "No Change"):  
NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

ZIP \_\_\_\_\_

Please provide real property tax billing address, if different from assessment address (do not enter "Same" or "No Change"):  
NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

ZIP \_\_\_\_\_

**PART II. TAX COMPUTATION AND BALANCE DUE:**

1. DATE OF TRANSACTION .....	1.																
2. Amount from Page 2, Part IV, line 1, 2c, 3c, or 4c .....	2.																
3. Less: personal property included in amount on line 2, if applicable .....	3.																
4. Difference — Actual and full consideration (line 2 minus line 3) .....	4.																
5. By checking this box and signing below, the Purchaser(s)/Transferee(s)/Grantee(s), etc. attest under penalties set forth in the declaration below, that this transaction, is EITHER: ● Not a sale of a condominium or single family residence OR ● The purchaser is ELIGIBLE for a county real property tax homeowner's exemption with respect to the property conveyed. 5. <input type="checkbox"/>																	
6. Enter the applicable Conveyance Tax Rate: <table border="1"><thead><tr><th>If the amount on Line 4 is:</th><th colspan="2">And the box on Line 5 . . . .</th></tr><tr><th></th><th>Is NOT checked.</th><th>Is checked.</th></tr></thead><tbody><tr><td>Less than \$800,000</td><td>.0015</td><td>.0010</td></tr><tr><td>\$800,000 or more but less than \$1,000,000</td><td>.0025</td><td>.0020</td></tr><tr><td>\$1,000,000 or more</td><td>.0035</td><td>.0030</td></tr></tbody></table>	If the amount on Line 4 is:	And the box on Line 5 . . . .			Is NOT checked.	Is checked.	Less than \$800,000	.0015	.0010	\$800,000 or more but less than \$1,000,000	.0025	.0020	\$1,000,000 or more	.0035	.0030	6.	x 0. _____
If the amount on Line 4 is:	And the box on Line 5 . . . .																
	Is NOT checked.	Is checked.															
Less than \$800,000	.0015	.0010															
\$800,000 or more but less than \$1,000,000	.0025	.0020															
\$1,000,000 or more	.0035	.0030															
7. Conveyance Tax (Multiply line 4 by line 6 and round to the nearest ten cents (\$ .10) .....	7.																
8a. Penalty. For late filing (See Instructions) .....	8a.																
8b. Interest. For late payment (See Instructions) .....	8b.																
9. Total Balance Due (Add lines 7 and 8) .....	9.																

**DECLARATION**

(We) declare, under the penalties prescribed for false declaration in section 231-36, Hawaii Revised Statutes (HRS), that this certificate (including accompanying schedules or statements) has been examined by me (us) and, to the best of my (our) knowledge and belief, is a true, correct, and complete certificate, made in good faith, for the actual and full consideration paid on the conveyance to which this certificate is appended, pursuant to the Conveyance Tax Law, chapter 247, HRS. Note: You must have a power of attorney if signing as agent.

**SIGNATURE(S) - Seller(s)/Transferor(s)/Grantor(s), Etc.**  
(If agent is signing, print or type name below signature)**SIGNATURE(S) - Purchaser(s)/Transferee(s)/Grantee(s), Etc.**  
(If agent is signing, print or type name below signature)DAYTIME PHONE NO.: ( ) -  
E-MAIL ADDRESS: \_\_\_\_\_DAYTIME PHONE NO.: ( ) -  
E-MAIL ADDRESS: \_\_\_\_\_

ATTACHMENT V



**PART III. Enter all amounts paid or required to be paid for the real property interest conveyed (cash and/or noncash). See Instructions.**

1. Cash.....	1	
2. Relief/assumption of debt.....	2	
3. Value of tangible good(s) e.g. equipment, furniture, etc.....	3	
4. Value of shares of stock.....	4	
5. Value of interest in limited liability company/limited liability partnership/partnership.....	5	
6. Value of any other economic benefit.....	6	
7. Total amount of actual and full consideration (add lines 1 through 6).....	7	

**PART IV. Fill in the appropriate line(s) for the transfer taking place and the amount of consideration. For more information, see Instructions.**

**SALE, AGREEMENT OF SALE (A/S), ASSIGNMENT OF A/S, OR OTHER TRANSFER/CONVEYANCE:**

1. Total amount of actual and full consideration paid or required to be paid (From Part III, line 7)..... 1

**EXCHANGE OF PROPERTIES:**

2a. Market value of all property(ies) exchanged.....	2a	
2b. Total amount of other actual and full consideration paid or required to be paid (From Part III, line 7).....	2b	
2c. Total (Add lines 2a and 2b).....	2c	

**ASSIGNMENT OF LEASE:**

3a. Total amount of actual and full consideration paid or required to be paid (From Part III, line 7).....	3a	
3b. Value of any increase in lease rental capitalized at 6% (See Instructions).....	3b	
3c. Total (Add lines 3a and 3b).....	3c	

**LEASE OR SUBLEASE:**

4a. Rent capitalized at 6% (See Instructions) Term _____ years beginning: _____		
1st period _____ yrs @ \$ _____ /yr.	2nd period _____ yrs @ \$ _____ /yr.	
3rd period _____ yrs @ \$ _____ /yr.	4th period _____ yrs @ \$ _____ /yr.	
Total rent capitalized at 6%.....		4a
4b. Total amount of actual and full consideration paid or required to be paid for the leasehold, including improvements (from Part III, line 7).....	4b	
4c. Total (Add lines 4a and 4b).....	4c	

Mail or deliver this form with all applicable documents to the **Bureau of Conveyances at:**

Bureau of Conveyances  
P.O. Box 2867  
Honolulu, Hawaii, 96803-2867

OR

Bureau of Conveyances  
1151 Punchbowl Street  
Honolulu, Hawaii, 96813

**INWOOD FACTORS AT 6%**

Years	Factor	Years	Factor	Years	Factor	Years	Factor	Years	Factor	Years	Factor
1	0.943	16	10.105	31	13.929	46	15.524	61	16.190	76	16.467
2	1.833	17	10.477	32	14.084	47	15.589	62	16.217	77	16.479
3	2.673	18	10.827	33	14.230	48	15.650	63	16.242	78	16.489
4	3.465	19	11.158	34	14.368	49	15.707	64	16.268	79	16.499
5	4.212	20	11.469	35	14.498	50	15.761	65	16.289	80	16.509
6	4.917	21	11.764	36	14.620	51	15.813	66	16.310	81	16.518
7	5.582	22	12.041	37	14.736	52	15.861	67	16.330	82	16.526
8	6.209	23	12.303	38	14.846	53	15.906	68	16.349	83	16.534
9	6.801	24	12.550	39	14.949	54	15.949	69	16.367	84	16.541
10	7.360	25	12.783	40	15.046	55	15.990	70	16.384	85	16.548
11	7.886	26	13.003	41	15.138	56	16.028	71	16.400	86	16.555
12	8.383	27	13.210	42	15.224	57	16.064	72	16.415	87	16.561
13	8.852	28	13.406	43	15.306	58	16.098	73	16.429	88	16.567
14	9.294	29	13.590	44	15.383	59	16.131	74	16.443	89	16.573
15	9.712	30	13.764	45	15.455	60	16.161	75	16.455	90	16.578
										91	16.583
										92	16.588
										93	16.592
										94	16.596
										95	16.600
										96	16.604
										97	16.608
										98	16.611
										99	16.614
										100	16.617

For leases with terms of more than 100 years, refer to Inwood Tables or an equivalent table that computes present value of \$1.00 per period at an interest rate of 6% per period.

FORM P-64A (Rev. 2005)

**MISCELLANEOUS TITLE SERVICES**

- PURPOSE:** To describe the procedures required for providing miscellaneous title services.
- POLICY:** Miscellaneous title services relative to land titles and title to lands may be provided to all other Divisions of the Department of Transportation, if time permits.
- RESPONSIBILITY:** The Abstract Section (HWY-RA) is responsible and accountable for the conclusions reached for these miscellaneous services.
- SCOPE:** The provisions of this procedure apply to all abstracting units involved with the services below.
- PROCEDURES:** The procedures for miscellaneous title services depend on what service is being requested. These services are in addition or subsequent to the services described in Procedure Nos. 6.1 to 6.3 inclusive, and include: assisting the Cadastral Engineering Section (HWY-DC) in their determinations of land titles, boundaries and registered easements; assisting the Acquisition Section (HWY-RL); assisting the Property Management Section (HWY-RM) in processing their documents and in preparing estimates on right-of-way costs as to man-day and cost requirements for providing title services; and assisting the Legal Counsel in their preparation of documents affecting registered lands and in their presentation of eminent domain proceedings relative to title.

**Cadastral Engineering Section****A. Boundaries**

1. If there is a question as to the boundaries of land titles, HWY-DC will request an exhaustive research for any and all information that may be available for use in their determinations.
2. Conduct of the research is dependent upon the actual problem; e.g., if the problem is a boundary involving a stream or old road, a research is made in both government and private offices for any and all maps showing the stream or road and all metes and bounds descriptions mentioning the stream or road.



3. Any and all information found as a result of the research is furnished to HWY-DC. All means of research may be exhausted in furnishing this information.

**B. Easements (Registered Lands):**

1. Whenever HWY-DC is preparing a subdivision map of registered property, it will request HWY-RA to check the records in the Office of the Assistant Registrar of the Land Court for the last registered easement number in the application.
2. When requested, HWY-RA may furnish information as to maps or orders and furnish copies of registered documents.

**Acquisition Section**

**A. Processing Documents:**

1. Subsequent to execution and prior to processing a document for recordation, if there is a question as to the acceptability of the document for recordation, the Right-of-Way (ROW) Agent will check with HWY-RA for a solution.
2. The solution will be dependent upon the type of problem; e.g., if the problem is of a minor nature, such as, adding an encumbrance (required in registered land) that had been inadvertently omitted, it is resolved immediately. However, if it is of a nature where advice or the solution is dependent upon the answer of the Bureau of Conveyances or Legal Counsel, it shall be so noted.

**B. Estimates:**

Whenever estimates on man-day and cost requirements are required for right-of-way activities, HWY-RA shall furnish the required information to the Acquisition or Appraisal Section.

**C. Supplements to Evidence of Title Furnished:**

When requested, HWY-RA shall furnish copies of documents registered in the Land Court System or recorded in the regular system.

**Legal Counsel****A. Preparation of Documents Pertaining to Registered Lands:**

1. Whenever documents affecting registered lands are being prepared, the Legal Counsel will request HWY-RA to report the following by Memorandum:
  - a. All encumbrances and the lots which they encumber;
  - b. Proper identification of documents relating to the pertinent lots.
2. Whenever partial taking of registered land is acquired by Final Order of Condemnation, HWY-RA shall report by Memorandum to the Legal Counsel for the preparation of a petition for subdivision:
  - a. The status of title up to the date and time of registration of the Final Order of Condemnation;
  - b. The registration date and document number of the Final Order of Condemnation.
3. Whenever a change in status of title appears as a result of a check of the title date and time of registration of the Final Order of Condemnation, HWY-RA shall by Memorandum:
  - a. Request the copies of the evidence of title furnished and shall issue a continuation of search of title showing such changes for the preparation of an amendment to the Final Order of Condemnation;
  - b. Request advice from Legal Counsel as to the effect of any additional liens and or encumbrances found.

**B. Eminent Domain Proceedings:**

Whenever title is the question in eminent domain proceedings, HWY-RA may prepare a title search or may comment to the review of a title search to present the history and status of the title. This presentation may include giving testimony, signing affidavits, as well as furnishing title or genealogical charts.

**SPECIAL TITLE STUDIES**

- PURPOSE:** To describe the procedures required in conducting special title studies.
- POLICY:** Special title studies shall be conducted on public and/or private rights to land, air and/or sea whenever a problem arises involving the Department of Transportation and/or other agencies.
- RESPONSIBILITY:** The Abstract Section (HWY-RA) is responsible for all special title studies and is accountable for the conclusions reached from these studies.
- SCOPE:** The provisions of this procedure apply to the Abstract Section.
- PROCEDURES:** All requests for special title studies shall be submitted in writing to the Right-of-Way (ROW) Manager. The request shall include the proper coding for time charges to be charged against the department or agency requesting the assignment.
- A. The ROW Manager shall determine whether the services of HWY-RA are available to complete the assignment. If, because of workload, HWY-RA's services are not available, he shall so inform the requesting department or agency.
  - B. If the services of HWY-RA are available, the request for special title studies shall be routed to said section by the ROW Manager, for completion of the assignment.
  - C. After completion of the assignment, HWY-RA shall furnish the requesting department or agency with the completed studies through the ROW Manager. Illustrations of the findings shall be attached to the studies to further clarify the determinations.
  - D. If the results of any study show other than what is of record, this information shall be given to the pertinent department or agency for proper action.
  - E. If court testimony is required, the department or agency requesting the services of the Abstractor shall first request the permission of the ROW Manager. The request shall be in writing.

### Examples

The procedures for conducting special title studies are dependent upon what the problem is and why a study is needed. The following are examples of special title studies:

- A. The State was named as party defendant in a tort case (Civil No. 17704). A study of that section of Kamehameha Highway in Heeia-Kea, where an accident occurred allegedly caused by a hole in the mauka shoulder of the highway, was requested by Legal Counsel. Legal wanted to prove that although title to this section was in the State of Hawaii, the City actually was responsible. The information and material that was provided as a result of the title study was enough to have the State dismissed from that action.
- B. When the State was in the process of revising the boundaries of Honolulu International Airport, the Federal Aviation Agency posed the question of title. Consequently, the Airports Division requested a title study of the lands within Executive Order 1016, or as generally known, Honolulu Airport and Keehi Lagoon. A thorough review was made of all records in the Airports Division as well as records filed in other government offices, including the Supreme Court and Supreme Court Library, to determine what lands within the present boundary were still being held by the United States government, what lands had been returned by conveyances, and what portions were ceded lands, since the sea fisheries of Kaliawa, Mokauea and Moanalua were portions of this executive order. As a result and because of the legal technicalities involved, only the findings were presented, with the final determination made by Legal Counsel.
- C. As a result of an action filed against the State as to their rights in the Ala Wai Boat Harbor, a request by the Harbors Division, through Legal Counsel, was made for a title study. From the report furnished, Legal was able to have this action dismissed.
- D. Other title studies have included Kahului Harbor, in the vicinity of Pier 2, Hawaii National Guard Site, Executive Orders set aside for various purposes, lands in Mokuleia which were exchanged with Dillingham for ceded lands at Diamond Head, Easement "R" in Land Court Application No. 1000.



# State of Hawaii DOT

## Glossary of Terms

- **Acceleration Lane:** The portion of the roadway adjoining the traveled way for the purpose of enabling a vehicle entering a roadway to increase its speed to a rate at which it can more safely merge with through traffic.
- **Access:** The vehicular movement to and from an abutting property to a highway. Includes only that part of the driveway that lies within the established right-of-way limits of the highway.
- **Access, Control of:** The condition where the right of vehicular traffic to abutting property to the highways is fully or partially controlled by public authority.
- **Access, Full Control of:** The authority to control access if exercised to give preference to through traffic by providing access connections with selected public roads only and by prohibiting crossing at grade or direct private driveway connections.
- **Access, Partial Control of:** The authority to control access is exercised to give preference to through traffic to a degree that, in addition to access connections with selected public roads, there may be some crossings at grade and some private driveway connections.
- **Access, Right of:** The right of an abutting property owner to vehicular movement to and from the highway to his property.
- **Access, Uncontrolled:** The authority having jurisdiction over a highway, street, or road, does not limit the number of points of ingress or egress except through the exercise of control over the placement and the geometrics of connections as necessary for the safety of the traveling public.
- **Access Point:** The connection of a driveway at the right-of-way to the highway.

# State of Hawaii

## DOT- ACRONYMS

Acronym	Description
AIR	Airports Administrator
AIR-A	Staff Services
AIR-AB	Budget Staff
AIR-AF	Financial Management Staff
AIR-AM	Methods Standards and Evaluation Staff
AIR-AP	Personnel Management
AIR-E	Engineering Branch
AIR-EC	Construction Section
AIR-ED	Design Section
AIR-EE	Environmental Section
AIR-EG	Drafting Section
AIR-EM	Facilities Maintenance Section
AIR-EP	Planning Section
AIR-ER	Program Management Office
AIR-H	Airports Hawaii District
AIR-HL	Hilo International Airport
AIR-I	Information Technology Office
AIR-K	Airports Kauai District
AIR-L	Operations Branch
AIR-LC	Certification, Security and Safety
AIR-LD	DBE Coordinator
AIR-LF	Fire and Rescue
AIR-LG	General Aviation
AIR-M	Airports Maui District
AIR-O	Airports Oahu District
AIR-OAM	Assistant Airport Superintendent
AIR-OAS	Airport Duty Manager
AIR-OCF	ARFF (Firefighting) Unit
AIR-OCM	Communications Unit
AIR-OCU	Custodial Unit
AIR-ODF	Dillingham Field
AIR-OGT	Ground Transportation Manager
AIR-OKA	Kalaheo Airport
AIR-OKA-CF	Crash Fire & Rescue
AIR-OL	Landslide Operations Section
AIR-OM	Airport Maintenance
AIR-OMB	Facilities Maintenance Unit
AIR-OME	Contract Maintenance Services
AIR-OO	Airside Operations Section
AIR-ORC	Airport Operations Control Unit
AIR-OSM	Security
AIR-OSU	Office Services
AIR-OTS	Terminal Services Unit
AIR-PM	Property Management and Land Acquisition Staff
AIR-V	Visitor Information Program
AIR-VA	Administrative Services
AIR-VH	Visitor Information Program- Kona International Airport at Keahole

# State of Hawaii DOT- ACRONYMS

Acronym	Description
AIR-VHL	Visitor Information Program- Hilo International Airport
AIR-VK	Visitor Information Program- Lihue Airpot
AIR-VM	Visitor Information Program- Kahului Airport
AIR-VMK	Visitor Information Program- Molokai Airport
AIR-VO	Oahu Staff
AIR-VS	Office Services
BUS	Business Management Office
BUS-F	Financial and Accounting Staff
BUS-G	Federal Aid Staff
BUS-I	Business Process Improvement and Internal Control Staff
BUS-O	Office Services Staff
BUS-S	Systems Accounting Staff
CADD	Engineering Computer Services Staff
CON	Contracts Staff
CSS	Computer Systems and Services Office
CSS-I	Information Resource Management Staff
CSS-N	Communications and Network Administration Staff
CSS-O	Computer Operations Staff
CSS-OA	Office Automation Staff
DEP-A	Deputy Director-Airports
DEP-H	Deputy Director-Harbors
DEP-HY	Deputy Director-Highways
DEP-S	Deputy Director-Staff Services
DIR	Director of Transportation
DIR-P	Community Affairs
DIR-SA	Special Assistant to Director
DIR-CZ	Office of Special Compliance
EA	Environmental Assessment
EIS	Environmental Impact Statement
FONSI	Finding of No Significant Impact
HAR	Harbors Administration
HAR-E	Harbors Engineering Branch
HAR-EC	Harbors Construction Section
HAR-ED	Harbors Design Section
HAR-EE	Harbors Environmental Section
HAR-EM	Harbors Maintenance Section
HAR-EP	Harbors Planning Section
HAR-H	Harbors Hawaii District
HAR-K	Harbors Kauai District
HAR-M	Harbors Maui District
HAR-O	Harbors Oahu District
HAR-OC	Harbors Operations Section
HAR-OE	Harbors Enforcement Section
HAR-OM	Harbors Baseyard Maintenance Section
HAR-PM	Harbors Property Management Staff
HAR-S	Harbors Staff Services Office
HAR-SF	Harbors Accounting Staff

# State of Hawaii

## DOT- ACRONYMS

Acronym	Description
HAR-SI	Harbors Management Information Systems Staff
HAR-SM	Harbors Management, Budget and Analysis Staff
HAR-SO	Harbors Office Services Staff
HAR-SP	Harbors Personnel Management Staff
HWY	Highways Administrator
HWY-A	Project Coordination and Technical Services Office
HWY-AP	Personnel Management
HWY-AT	Engineering Technical Services and Staff
HWY-C	Construction and Maintenance Branch
HWY-CC	Construction Section
HWY-CE	Environmental Section
HWY-CO	Equal Opportunity Section
HWY-CM	Maintenance Section
HWY-D	Design Branch
HWY-DB	Bridge Design Section
HWY-DC	Cadastral Engineering Section
HWY-DD	Highway Design Section
HWY-DH	Hydraulic Design Section
HWY-DS	Technical Design Services Office
HWY-E	Engineering Services Office
HWY-H	Hawaii District
HWY-HC	Engineering Services- Inspection Unit
HWY-HE	Engineering Section- Design Section
HWY-HM	Maintenance Section
HWY-HO	Office Services
HWY-K	Kauai District
HWY-KE	Construction Section
HWY-KM	Maintenance Section
HWY-KO	Office Services
HWY-L	Materials Testing and Research Branch
HWY-LB	Bituminous Materials Section
HWY-LG	Geotechnical and Pavement Design Section
HWY-LR	Research and Technology Transfer Section
HWY-LS	Structural Materials Section
HWY-M	Maui District
HWY-MC	Construction Section
HWY-MD	Maintenance Engineering Section
HWY-MM	Maintenance Section
HWY-MO	Office Services
HWY-O	Oahu District
HWY-OC	Construction Section
HWY-OCR	Rural Construction Unit
HWY-OCU	Urban Construction Unit
HWY-OL	Electrical Section
HWY-OO	Office Services
HWY-OT	Tunnel Section
HWY-P	Planning Branch

# State of Hawaii DOT- ACRONYMS

Acronym	Description
HWY-PA	Advance Planning Section
HWY-PH	Planning Survey Section
HWY-PM	Mapping and Drafting Section
HWY-PO	Office Services
HWY-PS	Systems Planning Section
<b>HWY-R</b>	<b>Right-of-Way Branch</b>
<b>HWY-RA</b>	<b>Abstracting Section</b>
<b>HWY-RL</b>	<b>Land Acquisition Section</b>
<b>HWY-RM</b>	<b>Property Management Section</b>
<b>HWY-RP</b>	<b>Appraisal Section</b>
HWY-S	Staff Services
HWY-SA	Audit and Compliance Review Section
HWY-SB	Budget Staff
HWY-SE	Methods, Standards, Evaluation Staff
HWY-SF	Fiscal Staff
HWY-SM	Project Management Staff
HWY-SP	Personnel Staff
HWY-T	Traffic Branch
HWY-TD	Traffic Design Services Section
HWY-TO	Traffic Operating Section
HWY-TS	Traffic Safety Section
HWY-V	Motor Vehicle Safety Office
HWY-VC	Motor Carrier Staff
HWY-VM	Motorcycle Safety, Driver Licensing, Education, Vehicle Registration and Vehicle Equipment Staff
HWY-VS	Highway Safety Staff
OCR	Office of Civil Rights
OCR-A	ADA
OCR-D	DBE
OCR-E	Equal Opportunity
OCR-T	Title VI
OMPO	Oahu Metro Planning Organization
PER	Personnel
PER-C	Position Classification Staff
PER-L	Labor Relations Staff
PER-R	Recruitment Services Staff
PER-S	Special Services Staff
PER-T	Training and Safety Staff
PPB	PPB Management Analytical Office
PPB-B	Budget Control and Execution Staff
PPB-E	Program Evaluation and Analyst Staff
PPB-M	Project Management Staff
PPB-P	Methods and Procedures Staff
ROW	Right-of-Way
STIP	Statewide Transportation Improvement Program
STP	Statewide Transportation Planning Office
STP-A	Planning Process Staff

## State of Hawaii DOT- ACRONYMS

Acronym	Description
STP-M	Plans Staff
STP-P	Programming Staff
USPAP	Uniform Standards for Professional Appraisal Practices