

## Learn more about the Real Estate Branch (REB) of the Department of Commerce and Consumer Affairs

Check out the REB website [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec) for more information and some frequently asked questions.

- What services does the REB provide to the condominium community?
- Where do I file a complaint against my association?
- What laws apply to my condominium association?
- How do I get a copy of my association documents?
- How do I obtain a real estate license?
- What are the laws and rules for real estate licensees?

## Real Estate Branch

### About Us

The Real Estate Branch, as part of the Professional and Vocational Licensing Division, assists the Real Estate Commission in carrying out its responsibility for the education, licensure and discipline of real estate licensees; registration of condominium projects, condominium associations, condominium managing agents, and condominium hotel operators; and intervening in court cases involving the real estate recovery fund.

### Subscribe

Receive emails on relevant condominium educational materials. Sign up now at <http://cca.hawaii.gov/reb/subscribe/>

### Contact Us

Condominium Hotline: 808-586-2644  
Hours: 9:00 AM – 3:00 PM  
Email: [hirec@dcca.hawaii.gov](mailto:hirec@dcca.hawaii.gov)  
Web: [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec)

*This brochure is for informational purposes only and not intended for the purpose of providing legal advice. Information provided is subject to change.*



### CONDOMINIUM: OBTAINING DOCUMENTS FROM THE BUREAU OF CONVEYANCES

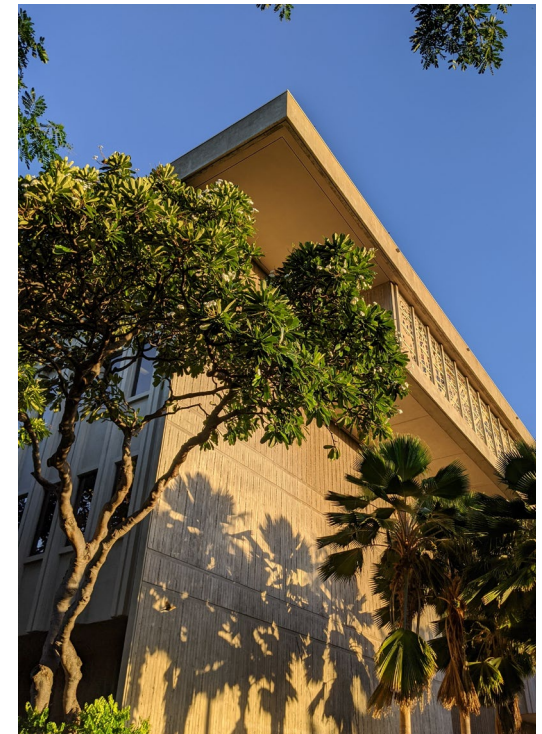
Real Estate Branch  
335 Merchant Street #333  
Honolulu, HI 96813

## CONDOMINIUM:

## OBTAINING DOCUMENTS FROM THE BUREAU OF CONVEYANCES

*Real Estate Branch  
Department of Commerce and  
Consumer Affairs*

*December 2019*



## What is the Bureau of Conveyances?

The Bureau of Conveyances (“Bureau”), a division of the Department of Land and Natural Resources, operates the permanent document recording system for Hawaii.

For certain legal documents, to be legally binding, particularly those related to real estate, they must be recorded in the public record. The Bureau serves as the government entity with jurisdiction over this important task.

For condominium owners, the Bureau will be the final repository for condominium declarations, bylaws, maps, and any amendments or restatements. For changes to be enforceable, they must be recorded at the Bureau.

## How do I locate documents at the Bureau?

The Bureau may be visited in person at the Kalanimoku Building. The office has staff and equipment to assist you in your search. The Bureau also operates an online search site for many documents: [boc.ehawaii.gov/docsearch/search.html](http://boc.ehawaii.gov/docsearch/search.html)

Users may search via individual or business name, document number, or TMK:

The screenshot shows the search interface for the Bureau of Conveyances. At the top, there is a teal header with a magnifying glass icon and the word "Search" in white, followed by a "Help" link. Below the header, the question "Q What document are you looking for?" is displayed. Underneath, there is a "Search by" section with three radio button options: "Individual/Business Name" (selected), "Document Number", and "TMK". A text input field is provided for the search criteria, with the placeholder text "Last First (MI) or Business Name". Below the input field, a note states: "Enter individual's or business name (grantor or grantee), specific document number, or TMK number based on selection above." Another note below that says: "Searches for documents can be done for Regular System (Abstract) and Land Court (Torrens) documents or Orders. See below for more information." There are three radio button options for the search scope: "All" (selected), "Grantor", and "Grantee". Below these are two date input fields labeled "From" and "To". The "From" field contains "01/01/2000" and the "To" field contains "04/11/2019". A note below the date fields says: "Enter a date range to narrow your search results." At the bottom of the form, there is a teal button with a magnifying glass icon and the word "Search" in white.

Within each [Developer's Public Report](#) issued since the mid-1970s is a disclosure of the recorded declaration, bylaws, and map with the corresponding document numbers under the “creation of the condominium and condominium documents” section. Enter these document numbers into the Bureau’s “Document Number” search with the correct dates to find online copies. The search result will also generally show the grantor and grantee, who can then be

used as search criteria in the individual/business name to find additional amendments.

Be aware that the Bureau has undergone document number format changes over time.

## How do I obtain documents from the Bureau?

The Bureau’s office has in-person copying fees per page. Documents can also be found online available by non-certified digital download or certified by printed mailed copy. Please visit the bottom of the search page for information regarding current fees.

## Bureau Location and Contact Information

The Bureau is located at 1151 Punchbowl Street, #123, Honolulu, Hawaii, 96813.

The Bureau is open from 7:45 am to 4:30 pm, Monday through Friday. They can be reached by phone at (808) 587-0147.

Public metered parking is available in the basement garage.