



**OFFICE OF THE SCHENECTADY
COUNTY CLERK**
CARA M. ACKERLEY, COUNTY CLERK

**DMV RE-OPENING OPERATIONS
IN PERSON TRANSACTIONS - BY APPOINTMENT ONLY**

The Schenectady County DMV will be opening **by appointment only** on Wednesday, June 17th, 2020, to process in-person transactions. Please note that due to the state of emergency and our limited capacity, this process can only be used for **SCHENECTADY COUNTY RESIDENTS**. Out-of-county residents are welcome to use the drop-box located outside of the office for remote processing. All dealers *must* use the drop-box to process transactions.

To schedule your appointment

- Visit: <https://SCNcountyclerk.as.me>, select your transaction type, date and time, and input your information to secure your appointment. You will receive an email confirmation with instructions. You must certify your county of residence. See additional page for more information.
- If you cannot complete your reservation online, please call (518)388-4220, choose option 5 and **leave a message** with your name, phone number, and transaction type requested and we will call you back in the order your call was received. You will be asked to provide your name, address, and an email in order to schedule.
- Scheduling your appointment online will guarantee you the fastest appointment available.
- Please bring a digital or paper copy of your appointment confirmation with you to your scheduled appointment.

Please be advised: appointment capacity is subject to change. Appointments cannot be booked more than 14 days in advance. As such, please frequently check the scheduling calendar for the most up to date availability.

At your appointment

- Appointments are scheduled in 45 minute increments- you may show up at **any** time during your allotted appointment, **not later**. Service is not guaranteed if you miss your appointment window.
- You **MUST** wear a mask to enter the building and while in the building.
- You **MUST** maintain a social distance of 6 feet.
- No additional guests or children will be allowed in the building unless they are a party to the transaction. Minor children wishing to process an ID/permit transaction can be accompanied by ONE parent/guardian.

Ⓞ Due to limited support from NYSDMV, we may be unable to process certain transactions at this time.



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1 Choose Appointment

DMV

DMV- Registration Transaction

45 minutes

Vehicle registrations, plate transfers, title issuance, sales tax payments, lease buyout transactions, insurance transactions, etc.

DMV- License Transaction

45 minutes

License renewals, upgrades, surrenders, reciprocity, non-driver ID renewals, issuance, etc.

DMV- Commercial Permit Test

1 hour

DMV- Class D or M Permit Test

45 minutes

RECORDING OFFICE

Title Search/ Abstractor 2 Hour

2 hours

Surveyor/ Public Search 1 Hour

1 hour

Selecting a transaction type will open the calendar of availability. Please select a date and time.

2 Your Information

Name *

First Name

Last Name

Phone

Email * (required)

Your email address is invalid

Company, if applicable

Please provide all required contact information.

Complete Appointment >