



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

SCHENECTADY DMV OPERATIONS

Effective 7/2020

PROCESSING BY APPOINTMENT

The Schenectady County DMV reopened **by appointment only** on Wednesday, June 17th, 2020, to process in-person transactions for **SCHENECTADY COUNTY RESIDENTS only**.

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 address and county of residence.
- 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 **20 calendar days** in advance. **If you see no time available, that means we are fully booked.** Please check frequently for cancellations and new appointments.

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.



OFFICE OF THE SCHENECTADY COUNTY CLERK

CARA M. ACKERLEY, COUNTY CLERK

PROCESSING BY MAIL/ DROP BOX

Residents of any county are welcome to process transactions in our office through the mail or drop box. All automotive dealers *must* use the drop-box to process transactions.

Please be advised: Processing time for mail and drop box transactions is currently 5-7 business days PLUS mailing time through USPS.

Transactions that CAN be processed through mail/ drop box

- All registration transactions: original registrations, plate transfers, registration renewals, license plate replacements
- License renewals: eye exam must be in NYS Vision Registry or have report attached.
- Duplicate License/ Permit/ Non-Driver ID transactions
- Duplicate registrations or titles

REGISTRATION paperwork

- A completed and signed "Vehicle Registration/ Title Application" DMV form MV-82 (attached). Fill this out completely and sign the back. **Please provide a phone number so that we can easily reach you.**
- A photocopy of your NYS Driver's license, permit or non-driver ID
If you do not have NYS issued ID, we can accept photocopies of other proofs of identity that add up to six points based on the values listed on form ID-82 (available online).
- If vehicle is new to you: proof of ownership of the vehicle (NYS or out-of-state title). **This must be signed by both buyer and seller.** If you already have the vehicle titled in your name and only want to re-register the vehicle, or have already applied for a title in your name, we do not need proof of ownership. If multiple people are listed on the title **and you are not the first party listed**, please submit a **copy** of the title.
- A bill of sale showing your purchase price. A handwritten bill of sale must include: year, make, model, vin, name of buyer and seller, purchase price, and purchase date. You can use the DMV bill of sale, attached. Buyer and seller must sign the bill of sale.
- A completed Sales Tax Form DTF-802 (attached). Please note if the vehicle is a model year 2014 or newer, Section 6 must be completed by the seller.
- If you are transferring plates, **you must check the "Transfer Plates" checkbox at the top of the MV-82 and provide the plate number.** If you do not, you will be issued new plates and charged a license plate fee. Do not move your plates to the new vehicle and operate it until you receive your new registration sticker and documents in the mail.
- Proof of NYS Insurance on the vehicle in the name of the registrant. Check the effective date of the insurance card- we cannot process the transaction until the insurance is in effect.



OFFICE OF THE SCHENECTADY COUNTY CLERK

CARA M. ACKERLEY, COUNTY CLERK

- Payment: a blank personal check made payable to Schenectady County DMV, signed, with your name and vehicle info on the memo line. We will call to confirm the total cost with you before completing and depositing your check.
 - Use the online **DMV Registration Fee Calculator** (<https://process.dmv.ny.gov/regfeecal/>) to determine your total, then add 8% sales tax on the purchase price of the vehicle. Sales tax is not charged on DMV fees.

LICENSE/PERMIT/NON-DRIVER paperwork

- MV-44 License/Permit/Non-Driver ID Application
- A photocopy of your NYS Driver's license, permit or non-driver ID
If you do not have NYS issued ID, we can accept photocopies of other proofs of identity that add up to six points based on the values listed on form ID-44 (available online).
- If processing a license renewal you must have an eye exam recorded in the NYS Vision Registry OR submit an MV-619 completed by your eye doctor. Eye test not required for non-driver ID renewal.
- We CANNOT complete any name changes or license upgrades through drop box/ mail processing
- Payment: a blank personal check made payable to Schenectady County DMV, signed, with your name and vehicle info on the memo line. We will call to confirm the total cost with you before completing and depositing your check.

Plate Surrenders: Please surrender plates in the drop box, they will be surrendered and a receipt will be mailed to the address on file. If you'd like the receipt mailed to a different address please include a note with the correct address. No additional forms or fees are required to surrender plates.

Drop Box: Located at the front left side of the building.

Mailing Address: 2025 State Street, Schenectady, NY 12304