



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

## **RECORDING OFFICE RE-OPENING OPERATIONS IN PERSON SEARCHING- BY APPOINTMENT ONLY**

The Schenectady County Clerk's Office Records Room will be opening to searchers **by appointment only**. Please note that due to the state of emergency and our limited capacity, this process will be limited.

Filings deemed essential by the court will be processed in-person by appointment only. Please call in advance. **All other recordings and court matters must be submitted through the mail, eRecording or EDDS.**

### **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. See additional page for more information.
- If you cannot complete your reservation online, please call (518)388-4220 option 3 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 offered for durations of one hour or two hours. Plan accordingly.
- PLEASE BE ADVISED: Title searchers, abstractors and surveyors will be limited to **three appointments per week, per company**.
- Please arrive at your appointment time and exit promptly when your appointment is over. Late arrival will not warrant additional time in the records room.
- 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.



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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

Complete Appointment »

Please provide all required identifying information.