

## Implementation of Guidance Allowing Registered New York State Automobile Dealers to Sell Vehicles During COVID-19 Emergency

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### Background

In order to reduce the community-spread of COVID-19, the Governor issued [Executive Order 202.8](#) which, in effect, closed all State and County operated New York State Department of Motor Vehicles (DMV) District Offices.

On March 27, 2020, in response to a request submitted by the NYS Automobile Dealers Association, Empire State Development (ESD) issued guidance that “essential services” included “automotive sales conducted remotely or electronically, with in-person vehicle return and delivery by appointment only.” Therefore, in order to effectuate ESD’s guidance, the DMV and County Clerks will need to process original vehicle registrations received from the automobile dealers while keeping the public-facing offices closed and providing the appropriate precautions for employees.

Accordingly, the DMV and County Clerks will process vehicle registrations by mail, common carrier and electronic means if allowable, or other non-customer facing methods. All offices will remain closed to the public.

### State DMV

- All State DMV District Offices remain closed. In order to effectuate ESD’s guidance allowing for the sale of vehicles by automobile dealers, DMV will process original vehicle registrations by mail, common carrier, electronic means, if allowable, or other non-customer facing methods.
  - All registration requests from automobile dealers will be processed by DMV without any customer contact.
  - The DMV may refer registration requests received from automobile dealers to County Clerks depending on volume, location and bandwidth of DMV and County Clerks.
  - As previously authorized, DMV will only process original vehicle registrations received from employees and businesses (non-automobile dealers) where they have been designated as “essential” and such registration is necessary for the individual/business to carry out its essential function. DMV will screen such requests to ensure compliance with this policy.
- No direct customer contact is permitted at any point and appropriate social distancing must be implemented for employees in the workplace. Employees doing this work are essential.

## County Clerks

- All County-operated DMV offices remain closed. In order to effectuate ESD's guidance allowing for auto dealers to sell vehicles, County Clerks will be permitted to process only original vehicle registrations by mail, common carrier, electronic means, if allowable, or other non-customer facing methods from:
  - Automobile dealers or
  - Referrals from State DMV.
- No direct customer contact is permitted at any point and appropriate social distancing must be implemented for employees in the workplace. Employees doing this work are essential.

## Automobile Dealers

- ESD has deemed automotive sales as an "essential" service, provided the sale is conducted remotely or electronically, with in-person vehicle return and delivery by appointment only.
- Automobile Partners, those dealers who can fully process the registration transaction and provide license plates, will be permitted to process and issue permanent registrations.
- Dealers in the Plate Issuance Program, those dealers who can issue 45-day temporary registrations and provide license plates, can mail their processing work to a County Clerk or to the State DMV at:

NYS DMV  
Central Dealer Unit  
6 Empire State Plaza – Room 322  
Albany, NY 12228

- *If mailing to the County Clerk, the dealer should check with Clerk before mailing to ensure the Clerk can process the transaction and to coordinate delivery.*
- Registered automobile dealers not registered in either of the above programs can mail their processing work to a County Clerk or to State DMV at:

NYS DMV  
Central Dealer Unit  
6 Empire State Plaza – Room 322  
Albany, NY 12228

- *If mailing to the County Clerk, the dealer should check with Clerk before mailing to ensure the Clerk can process the transaction and to coordinate delivery.*