



Washington County Office of the County Clerk

Washington County Municipal Center

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Stephanie C. Lemery, County Clerk

Vanita Z. LaFarr, Deputy Clerk

June 24, 2020

Dear Customer,

We know how important access to personal transportation is for those of us in upstate New York. With all NYS DMV offices closed, there was no way to register a new vehicle purchased privately. That's why we created the mail-in/drop box process that follows.

It is very important that you carefully follow the instructions. Simple errors will delay the registration process.

The most common mistakes are:

- Sending a photocopy of the title in your application. The original title must be signed by the buyer and the seller and included in your application packet.
- Incomplete forms. Please fill out all applicable forms. Answer all questions. If in doubt, fill it out. More information is better than incomplete information.
- The name on the barcoded insurance card must exactly match the name of the registrant and the name on your license, including middle initial, JR., or III if applicable.
- The checks you provide must be properly filled out and signed on the front signature line. Please leave the amount blank. We will fill in the correct amount and provide you with a breakdown of all fees along with a photocopy of your check.

Together we will get through these challenging times. In the meantime, we will continue to serve you to the best of our ability.

Stay healthy and safe,

A handwritten signature in blue ink that reads "Stephanie C. Lemery".

Stephanie C. Lemery
Washington County Clerk