



OFFICE OF THE
COUNTY CLERK OF DUTCHESS COUNTY

Bradford H. Kendall
County Clerk

MOTOR VEHICLE DIVISION
22 Market Street
Poughkeepsie, New York 12601
(845) 486-2130

June 15, 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 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. We look forward to the time when we are allowed to re-open our doors. In the meantime, we will continue to serve you to the best of our ability.

Stay healthy and safe,

A handwritten signature in black ink, appearing to be "Brad Kendall", written over a white background.

Brad Kendall
Dutchess County Clerk

Registering a Vehicle or Transferring a Registration by Mail or Drop Box

The following items are required to register a vehicle in New York State:

- Proof of ownership (only 1 is required)
 - NYS title signed by both the buyer(s) and seller(s) – original title, no photocopies
 - Out of state title signed by both the buyer and seller – notarized if required
 - Photocopy of NY title if you already own the vehicle
 - Call the office 845-486-2384 if you already have a NY title with multiple owners
- Bill of sale
 - Private Sale - must indicate the buyer's name, purchase price, year, make and VIN and contain the previous owner's signature.
 - Out of State Dealer – must be on dealership letterhead
- New York State Insurance Card
 - Effective date must be on or before the day the vehicle is registered
 - Must show the name(s) of the registrant(s)
- Proof of identity
 - Photocopy of NYS driver license or permit
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- Required forms
 - MV-82 (registration form) – complete all applicable sections and sign the back
You must check the “Transfer Plates” box and provide the plate number if transferring plates. License plates will be issued if the box is not checked and/or the plate number is not indicated.
 - DTF-802 (sales tax form) - complete all sections and sign the back
Your social security number must be entered in the appropriate box
Dutchess County's tax rate is 8.125%. Ulster County's tax rate is 8%.
- Payment
 - Complete and return page 3 of the MV-82. Checks must be signed and payable to Dutchess County Clerk with the amount left blank. A copy of the completed check will be sent to you with your registration and if required, plates. If plates must be mailed to you, enclose a separate check or money order payable to Dutchess County Clerk in the amount of \$5.00 **or** a prepaid return Fed Ex, UPS or USPS envelope large enough to mail the plates in. The \$5.00 plate mailing fee **cannot** be paid by credit card.
 - Provide a phone number where you can be reached. Your application will be returned to you if we have questions and cannot reach you by phone.

All items must be mailed to or placed in the drop box at:

Department of Motor Vehicles
22 Market St.
Poughkeepsie, N.Y. 12601

Please visit the following site for additional registration information and forms:

<https://dmv.ny.gov/registrations>

Call the Poughkeepsie DMV Office at 845-486-2384 if you have any questions.