PLATE SURRENDERS

For plate surrenders, please utilize the secure drop box located at the main entrance to the County Office Building at 14016 Route 31, Albion, New York.  Enclose your plates in an adequately sized envelope together with **$1.00** and a **self-addressed stamped envelope.** Your surrender will be processed promptly and your confirmation stub will be mailed to you in the envelope provided.

TITLES

A duplicate Title may be procured by submitting a completed DMV Form MV-902 (link to form) a copy of your valid NYS Driver’s License and a check or money order payable to the Orleans County Clerk-DMV in the amount of $20.00.

Click on Link to fill in and print at home: [Application for Duplicate Title (ny.gov)](https://dmv.ny.gov/forms/mv902.pdf)

LICENSES

You may need an in office appointment to renew your license.  
To renew via mail or drop box, you will need a:

* completed MV-44 form [Application for Permit, Driver License or Non-Driver ID (Identification) Card (ny.gov)](https://dmv.ny.gov/forms/mv44.pdf)
* copy of your driver’s license,
* documentation of eye test performed within one year
* payment by providing credit card information – Number, Expiration Date and the three digit Security Code – or by blank check payable to the Orleans County Clerk – DMV.

If you desire to upgrade to a Real ID or Enhanced License, you must make an appointment and provide the Examiner with all of the above together with the following:

* Birth Certificate or valid Passport
* Social Security Card and
* two proofs of residency. [How to Apply For a New York: Learner Permit, Driver License, Non-Driver ID Card (ny.gov)](https://dmv.ny.gov/forms/id44.pdf)

PLEASE NOTE that if your name is different than what appears on your birth certificate, then you will have to submit evidence of the change of name, for example:

* certified marriage certificate
* certified Judgment of Divorce
* Certified Court Order for Name Change.

REGISTRATIONS

**An in office appointment is not necessary to process a vehicle registration transaction. You may mail in your transaction to Orleans County DMV, 14016 Route 31 West, Albion, NY 14411 or utilize the secure drop box at the County Office Building.**

To register a vehicle, you must complete and submit NYS form MV-82 [Vehicle Registration/Title Application (ny.gov)](https://dmv.ny.gov/forms/mv82.pdf), a copy of your proof of insurance and a copy of your NYS Driver’s License.

If this vehicle is new to you, you must submit all of the above together with a signed NYS Title and NYS form DTF-802 [Form DTF-802:5/15: Statement of Transaction - Sale or Gift of Motor Vehicle, Trailer, All-Terrain Vehicle (ATV), Vessel (Boat), or Snowmobile, dtf802 (ny.gov)](https://www.tax.ny.gov/pdf/current_forms/st/dtf802.pdf)

Payment may be made by providing credit card information – Number, Expiration Date and the three digit Security Code – or by blank check payable to the Orleans County Clerk – DMV.