



April 3, 2020

To: All Deputy Registrars

Driver and Vehicle Services' Guidance on Executive Order 20-20 Directing Minnesotans to Stay at Home

Minnesotans are working together to slow the spread of COVID-19 by following Governor Walz's Executive Order 20-20 – Directing Minnesotans to Stay at Home. The Minnesota Department of Public Safety Driver and Vehicle Services (DPS-DVS) division has been working to determine how best to provide a safe environment for customers and employees, while also providing exceptional service.

The U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA) recently updated its "Guidance on the Essential Critical Infrastructure Workforce" to include "Department of Motor Vehicle employees." DVS has determined this updated advisory includes our state's deputy registrars.

What you need to know:

- Beginning Monday, April 6, deputy registrars may offer motor vehicle title and registration services in accordance with Executive Order 20-20 and CISA guidance.
- Over the counter, face-to-face services are prohibited.
- Deputy registrars must continue to follow requirements outlined in [Minnesota Rules, part 7406](#) including:
 - Collecting and reporting required taxes and fees.
 - Maintaining records and controlling inventory.
 - Making and reporting deposits.
 - Reporting daily transactions and completing the daily close report.
- Deputy registrars are not required to provide services and may remain closed for the duration of Executive Order 20-20.
- Deputy registrars must email jennifer.gagner@state.mn.us if they choose to offer services. Include your office location number and the name of the city or town where you are located. We will update the DPS-DVS website and customers will be directed to call offices that are open for information about service availability.
- Each office must determine how it can offer service while adhering to Executive Order 20-20 and social distancing recommendations.
Examples include:
 - Drop boxes

- Drive through lanes or windows
- Teleworking

- Deputy registrars cannot process driver's license and identification cards. Gov. Walz signed a bill into law March 28 that provides an extension for Minnesotans whose driver's licenses or ID cards expire during the peacetime emergency.

The law extends the expiration date for any valid driver's license, instruction permit, provisional license, operator's permit, limited license, and farm work license that would expire during the peacetime emergency. The expiration dates for these licenses will be extended for two months after the month the peacetime emergency ends.

Types of Services Allowed

- Title transfers
- New to fleet title/registration applications
- Dealer work
- Initial and renewal registrations
- Duplicate titles
- Special plate applications
- Vehicle permits
- IRP/IFTA (for Prorate offices only)

DVS Support

- Orders for inventory will follow the usual process. However, stickers must be ordered in full rolls of 200. DPS cannot process orders for fewer stickers at this time.

- Deputy support services will be available by phone and email.

This is a challenging time and an ongoing and evolving situation. However, DPS-DVS continues to work to ensure the health and safety of our customers, employees and business partners. We will update the guidance and information we share on a regular basis.

If you have questions, please contact the motor vehicle liaisons.

Thank you for your support and feedback during this unprecedented time.

Emma Corrie
Director, Driver and Vehicle Services

Resources:

- [Executive order 20-20 \(Stay at Home\)](#)
- [Essential Critical Infrastructure Workforce Advisory](#)