



Connie Lawson
Secretary of State

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State of Indiana

Auto Dealer Services Division

Rachael Ehlich
Director

October 26, 2020

To: All Licensed Dealers
RE: Altering Business Hours due to COVID

The Indiana Secretary of State—Auto Dealer Services Division (the “Division”) continues to monitor how COVID-19 is impacting dealer operations throughout the state. If your dealership has altered its hours as a result of COVID-19 precautions and is no longer operating at the required 30 hours per week, please take the following actions:

1. Contact the Division at dealers@sos.in.gov to inform us of your new hours or if you have moved to appointment-only.
2. Place a sign on the door and/or update your signage to reflect your new hours. In addition to keeping the public informed, this will also help Division examiners know that you are temporarily closed and/or operating under modified hours of operation and not permanently closed for business.
3. When your dealership resumes normal hours, please again inform the Division by sending an e-mail to dealers@sos.in.gov.

The Division remains committed to working with the dealer community while the state responds to COVID-19.

Indiana Secretary of State Connie Lawson
Auto Dealer Services Division