



SECRETARY OF STATE
STATE OF INDIANA

AUTO DEALER SERVICES DIVISION

CONNIE LAWSON
SECRETARY OF STATE

RACHAEL EHLICH
DIRECTOR

March 25, 2020

To: All Licensed Dealers
RE: Temporarily Closing Your Business

The Indiana Secretary of State—Auto Dealer Services Division (the “Division”) continues to monitor how COVID-19 is impacting dealer operations throughout the state. Today, Governor Eric J. Holcomb issued [Executive Order 20-08](#) directing Indiana residents to stay at home. Although dealerships are allowed to remain open (see Dealerships and Essential Business), some dealerships are closing voluntarily. Others are being closed as the result of local emergency declarations.

If your dealership has temporarily closed as a result of COVID-19, please take the following actions:

1. Contact the Division at dealers@sos.in.gov to inform us of the temporary closing. When the dealership re-opens, please again inform the Division that you are continuing operations.
2. When you temporarily close, please place a sign in the door informing your customers that you are closed. This will also help Division examiners know that you are temporarily closed because of COVID-19 and not permanently closed.
3. Contact all buy-here-pay-here customers and provide instructions on how they should make payments while the dealership is closed.

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

Indiana Secretary of State Connie Lawson
Auto Dealer Services Division