

Polk County Dealer Drops/Pick-ups

Effective October 1, 2020

The procedure for dealers coming to the Polk County Administrative Building to drop off and pick up work is changing on **October 1st**. Dealers will no longer be dropping and picking up work at a table in the front of the building because the building will be re-opening to Dealers and title transfer customers on an appointment only basis.

*****We will continue to only accept drops/pick-ups, no waits at this time.*****

Dealers will need an appointment in order to enter the building for drops/pick-ups which will be handled in our Dealer Room. To schedule an appointment go to our website at PolkCountyIowa.gov/county-treasurer and select "Appointment" on the menu bar at the top of the page. Click on the 'Book Appointment' button to launch our scheduling application. Then complete the following steps:

- Select Branch = Polk County Treasurer
- Select Service = Dealer
- Select Date And Time = Choose an available date and time
- Contact Details = Complete the required contact details and create the appointment

It is a **requirement to wear a mask** inside Polk County facilities. Appointment times will be available between 8:20 and 1:40. A dealer runner is limited to only one appointment per day. However, they may drop/pick-up work for multiple dealerships during that one appointment.

We are not accepting any walk-in business at this time. If you do not want to make an appointment you are still welcome to drop work off in our dropbox or mail it in.