

**RULES SPECIFIC TO WAUKESHA COUNTY REGISTER OF DEEDS OFFICE**

In addition to the Statewide Rules for Vital Statistics Offices, the following rules pertain to persons specifically doing searches in the Register of Deeds Office of Waukesha County, Wisconsin.

Search hours are 9:00a.m.until 2:00p.m., Tuesday through Friday BY APPOINTMENT ONLY. The office is closed on the following holidays: New Year's Day, Memorial Day, Independence Day (4<sup>th</sup> of July), Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day. Holidays that occur on a Saturday &/or Sunday may be observed on the Friday before or Monday after as designated by the Waukesha County Board.

Appointments are limited and may be made by email (genealogy@waukeshacounty.gov) or phone (262) 896-8517. We limit each search party to two adults, and the number of search parties to two at one time. The office has a limited amount of space, both to work and for storage of purses, briefcases, etc.

We do not use volunteer help; surveillance is done by office staff. Upon your first visit to our office, you will be briefed by one of the Register of Deeds staff as to the location of the records, your designated work area, where to store your belongings, etc. Due to limitations to the amount of staff, we cannot assist you with your search. All search documents must be requested from designated staff, our vital records documents are not stored in a public area.

Please keep in mind that these are old, original records that cannot be replaced.

**Do not lay anything on an open book, including your arms.** Lift the pages carefully without snapping them. *Unnecessary roughness will be called to your attention. Continued violation following the first verbal warning, will result in removal from the office.*

**Do not write on top of book pages.** The pressure causes indentations that mar the record for future researchers.

Birth records after January 2011, Death records after September 1, 2013 and Marriage records after May 18, 2015 are not available beyond indexing information.

The Wisconsin Vital Statistics Law went into effect June 1, 1907. Our records before that time are incomplete. If you do not find the record you are seeking in our indexes, presume the record was not filed in our office. You may not page through the record books as a part of your search. You must have a direct and tangible interest in the records you view.

So that we can comply with Title II of the Americans with Disabilities Act of 1990, please let us know if you will need assistance with your search.

Good luck with your search! Your cooperation in adhering to the previous guidelines is greatly appreciated.

**VITAL RECORDS**  
**GENEALOGY**  
**SEARCH RULES**

**WAUKESHA COUNTY**  
**REGISTER OF DEEDS OFFICE**



James R. Behrend  
Waukesha County Register of Deeds  
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Waukesha County Courthouse  
Room AC-110  
515 W. Moreland Blvd.  
Waukesha, WI 53188  
262-548-7583

genealogy@waukeshacounty.gov

# STATEWIDE RULES FOR VITAL RECORDS OFFICES

## Researchers of vital records files must do the following:

1. Register the following information before entering the vital records area: Name, address, telephone number and general identification of the records that will be searched – family name or subject and time period of research.
2. Present satisfactory proof of identity.
3. Read all rules and sign an agreement to abide by them.
4. Bring no children under the age of 12 years old into the office.
5. Bring no food or beverages into the vital records area.
6. Bring no coats, purses, briefcases or bags into the vital records area.
7. Bring no private copy machines, cell phones, laptop computers, recording devices or cameras into the vital records area. **Researchers will not be admitted access to vital records unless they comply with the rules above.**
8. Refrain from loud talking and noise making or boisterous behavior. Smoking is not permitted within the Courthouse.
9. Bring only pencils, **NO PENS**, into the work area. **Researchers will be given one verbal warning concerning violations of rules 8 through 9. If the violation continues, the office staff will have the person removed from the office.**
10. Respect the priority right of the staff to the use of the indexes and records to conduct daily business.
11. Researchers may not write on or otherwise alter, mutilate or destroy a record.
12. Observe rules of access or non-access relative to:
  - legally confidential material
  - paper records that are in poor physical condition.

**Researchers who violate rules 11 and 12 will be immediately expelled from the office and will not be permitted to return for a period of 2 months. A second violation within a year will result in expulsion from the office for a period of 6 months.**
13. Researchers must not ask Register of Deeds staff to perform tasks which are contrary to statutes or administrative rules.

**A third violation within a year will result in an additional 6 month expulsion and a notice of the violation will be sent to all vital records offices in the State of Wisconsin.**

**A researcher who violates this rule will be immediately expelled from the office and will not be permitted to return within a period of 2 months. A second violation within a year will result in expulsion from the office for one year. Each subsequent violation will result in a one year expulsion.**
14. Observe office specific rules for physical handling of books and materials.

**Violators will receive one verbal warning and a second violation will result in being removed from the office.**