

**Waukesha County Register of Deeds – Interim Recording Instructions**

**IN A PREVENTATIVE MEASURE TO STOP THE SPREAD OF THE CORONAVIRUS (COVID-19), THE REGISTER OF DEEDS WILL BE CLOSED TO PUBLIC ACCESS UNTIL FURTHER NOTICE.**

**If you need to record a document, please mail it in with payment, or drop it in the silver drop box located on the east side of the Administration Center near the entrance with payment. With either option please be sure that your document and payment are submitted together and secured in an envelope.**

**If you need to record a plat, you can call 262-548-7585 to schedule a time to drop it off outside the east entrance of the Administration Center.**

**Please provide correct payment. We accept check and money order only.**

**Please make checks out to:       Waukesha County Register of Deeds  
515 W. Moreland Blvd. Rm. AC-110  
Waukesha, WI 53188**

\$30.00 - Standard documents

\$50.00 - Condominium, subdivision or cemetery plats

\$25.00 - Transportation project plats

If there is a transfer fee due, include this in your check.

The original documents will be mailed back to the person listed in the "Name and Return To" box of your document in approximately 1-2 weeks of recording.

Note: If you need a copy of your document, you may purchase one from our Land Records Division or our website upon the recording of your document.

[www.waukeshacounty.gov/ROD](http://www.waukeshacounty.gov/ROD)

Land Records 262-548-7589

Recording 262-548-7585

**PLEASE NOTE: THE STAFF IN THE REGISTER OF DEEDS OFFICE WILL BE HAPPY TO ANSWER YOUR QUESTIONS, BUT THEY CAN NOT INSTRUCT YOU ON HOW TO PREPARE LEGAL DOCUMENTS NOR CAN THEY TELL YOU WHICH DOCUMENTS TO USE OR GIVE YOU LEGAL ADVICE. IF YOU NEED ADVICE OR INSTRUCTIONS ON HOW TO PREPARE A LEGAL DOCUMENT OR WHICH DOCUMENTS YOU NEED TO COMPLETE, YOU SHOULD CONTACT AN ATTORNEY OR TITLE COMPANY.**