



Register of Deeds  
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Deputy Register of Deeds  
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Real Estate Records Supervisor  
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October 21, 2015

RE: Requests for Copies of Real Estate Documents

Effective November 1, 2015, requests for copies of real estate documents will no longer be accepted by e-mail or phone. Our office has several options for obtaining documents:

1. Real estate documents recorded as of January 1, 1994, all recorded plats and CSMs are available to view and purchase online via our public access website (<https://landrecordspublicaccess.waukeshacounty.gov/>). Documents recorded prior to January 1, 1994 may be requested in person or by mail. We anticipate that documents going back to 1953 will be available online early in 2016, and documents going back to 1915 will be available online by the end of 2016. A search guide for using our online system is attached for your information. Our office offers a subscription service for users that provides unlimited access to our online documents (including printing and downloading). If you are interested in obtaining more information about this service, please contact our office at [registerofdeeds@waukeshacounty.gov](mailto:registerofdeeds@waukeshacounty.gov).
2. Documents can be requested by mail by sending a written request to our office at the address below. If you would like the document e-mailed to you, please indicate that in your letter. If you would like the payment for these copies taken from your escrow account, please indicate this in your letter.
3. Documents can be obtained in person at our office. Our office hours are Monday – Friday 8:00 am – 4:30 pm. Please plan to arrive no later than 4:00 pm so our staff has adequate time to process your request prior to closing.

When making a document request, you must be specific. Requests asking for “the most recent recorded deed” or “all liens recorded on a property” will not be fulfilled. If you have questions regarding a document request, please contact our Real Estate Department at (262) 548-7589 or visit our office to view the records in person.

**Register of Deeds**  
515 West Moreland Boulevard, Room AC110  
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[www.waukeshacounty.gov](http://www.waukeshacounty.gov)  
Phone: (262)548-7583