**Waukesha County Register of Deeds – General Office Q&A**

*What are the Register of Deeds office hours?*

The Register of Deeds office hours are Monday-Friday, 8:00am-4:30pm excluding holidays. (Please note: Vital Records applications cannot be processed after 4:00pm.)

*How do I contact the Register of Deeds?*

Main Phone: (262) 548-7583

Vital Records (Birth, Marriage, Death, Divorce Certificates, REAL-ID documentation)

Email: [vitalrecords@waukeshacounty.gov](mailto:vitalrecords@waukeshacounty.gov)

Phone: (262) 548-7863

Land Records (Viewing and purchasing copies of land documents including deeds, mortgages, surveys, etc.)

Email: [wclandrecords@waukeshacounty.gov](mailto:wclandrecords@waukeshacounty.gov)

Phone: (262) 548-7589

Recording (Submitting documents such as deeds, mortgages, plats, etc. to be recorded in our office)

Email: [recording@waukeeshacounty.gov](mailto:recording@waukeeshacounty.gov)

Phone: (262) 548-7585

*How do I obtain vital records (birth marriage, divorce, and death certificates)?*

Vital Records Application Instructions

1. Fill out the application for the vital record(s) you are requesting completely and accurately.
2. Applicant must provide photo identification (Driver’s License, State ID, etc.) either by photo copy or by e-mail to [vitalrecords@waukeshacounty.gov](mailto:vitalrecords@waukeshacounty.gov) .
3. Provide payment by one of the following methods: check, money order, credit/debit card (if paying by credit/debit card, see authorization release form), or cash (in-person only).
4. Send above listed materials to the Register of Deeds office using one of the following methods:

* U.S. Mail to the following address:

Waukesha County Register of Deeds

515 W. Moreland Blvd. Rm AC110

Waukesha, WI 53188

* Gray Drop Box located at the Register of Deeds office door.
* In-Person Appointments as needed. To schedule an appointment, please e-mail [vitalrecords@waukeshacounty.gov](mailto:vitalrecords@waukeshacounty.gov) or call 262-548-7863. *Please note: we strongly encourage customers to utilize the mail or drop box options and to only schedule in-person appointments if absolutely necessary.*

*How do I search and/or obtain copies of land records (deeds, mortgages, plats of survey, etc.)?*

Documents are available online through our Public Access Document Search system. Documents are searchable from present back to 1994. Documents going back to 1915 ARE available, however, you will need specific document information (i.e. document number) to find them. This information can be found in our online tract indexes. Links to all are below.

* [Public Access Document Search](https://landrecordspublicaccess.waukeshacounty.gov/) [[Guide](https://www.waukeshacounty.gov/globalassets/register-of-deeds/public-access-guide-2.pdf)]
* [Online Tract Index](https://www.waukeshacounty.gov/rod/tract-index-18448-1994/)
* [Online Subdivision Index](https://www.waukeshacounty.gov/rod/online-subdivision-index/)
* [Online Condominium Index](https://www.waukeshacounty.gov/rod/online-subdivision-index2/)
* [Bureau of Land Management](https://glorecords.blm.gov/default.aspx)
* [Cemetery List](https://www.waukeshacounty.gov/globalassets/register-of-deeds/cemetery-list.pdf)

Note: If you have a request that requires in-person assistance, you can contact Land records by phone or email to schedule an appointment. Land Records appointments will be limited to 15 minutes. If you require additional time, please let our staff know ahead of time so that special arrangements can be made. When requesting an appointment, please include your name, email address, telephone number, reason for your appointment (specific type of document(s) needed), and the address of the property you are researching. Most requests can be fulfilled remotely, and our staff will contact you in order to complete your request. A reminder that appointments must be made in advance – we do **not** accept walk-ins.

*How do I record a document with the Register of Deeds?*

If you need to record a document, please mail it in with payment, or drop it in the gray drop-box located outside the Register of Deeds office door. This drop-box is large enough to accommodate plats and maps. With either option please be sure that your document and payment are submitted together and secured in an envelope.

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. AC110

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 document(s) will be mailed back to the person listed in the “Name and Return To” box of the document approximately 1-2 weeks after being recorded.

Note: We are not offering in-person recording services at this time. All documents can continue to be submitted by e-recording, mail, or drop-box. Our office will no longer supply blank paper forms. Forms are available to download on our webpage. Should you need assistance completing forms, or if you are unsure which form to use, please contact an attorney or title company for assistance.