

## Public Access Document Search User Guide

### Step 1:


To search for documents via our Public Access website, you will need the legal description of the property you are searching for.

*Please note, you can also search the Public Access site by Tax Key/Tax ID number, by name (if you are physically in our office), as well as other search criteria (date recorded, document type, etc.). However, the most reliable way to search for documents throughout history is by legal description as the other criteria were not always indexed consistently over time.*

To find your legal description, you can use our county's Tax Listing website:

<https://tax.waukeshacounty.gov/>

1. Type in your address or tax key and click "Search".

A screenshot of the Tax Listing website search interface. At the top, there are four tabs: "Pay Options", "Tax Bill Details", "Property Details", and "Search". The "Search" tab is selected. Below the tabs is a search input field with the placeholder text "Enter Tax Key, Address or Name here:" and the text "515 w moreland blvd" entered. To the right of the input field is a small "x" icon. Below the input field is a "Match On:" dropdown menu set to "All Words in the Search String" and a "Search for:" checkbox which is checked. The "Advanced Search" link is visible on the left.

2. Click on "Property Details".
3. Obtain your legal description.

*Please see the [instructions below](#) to determine what type of legal description you have and how to search with it.*

### Step 2:

1. Once you have the legal description you are ready to go to our Public Access website and begin the document search:

<https://landrecordspublicaccess.waukeshacounty.gov/>

TO ENTER PUBLIC ACCESS:

- a. Click **on the underlined blue lettering** that says "Click here to acknowledge the disclaimer and enter the site".

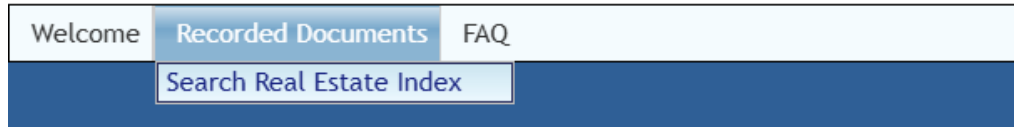


- b. On the following page you will (1) Click on the “Recorded Documents” tab, and then (2) click the drop-down box that says, “Search Real Estate Index”.



## Waukesha County Register of Deeds Public Access

Welcome Visitor.



WAUKESHA COUNTY AND REGISTER OF DEEDS DISCLAIMER

I accept the conditions stated below:

- c. Enter your legal description in the appropriate search boxes and click “Search” to bring up all documents listed under that property.

***For further information on how to search based on the legal description type, see instructions below.***

Please reference the following instructions to find which searching method and/or legal description TYPE fits the property you are searching and how to use it on our Public Access site:

- [Instrument Number/Book and Page Search](#)
- [Subdivision/Platted Description](#)
- [Condominium/Condo Description](#)
- [Metes & Bounds/Unplatted Description](#)
- [Certified Survey Map \(CSM\)/Map Description](#)
- [Geographic Information System \(GIS\) Map Search](#)

Please reference the following instructions for how to purchase a document using the Public Access site:

- [How to Purchase a Document Using the Public Access Site](#)

### Instrument Number/Book and Page Search

**General**

Date Filed From:  To:  Select Date Range:

Instrument # From:  To:

Book:  Page:

Document Type:

- AFFIDAVIT
- ALIENATION OF HOMESTEAD INTEREST
- AMENDED CONDO DECLARATION
- AMENDMENT TO ARTICLES OF INCORPORATION
- AMENDMENT TO LAND CONTRACT

#### I have the **instrument number**:

1. Enter the instrument number into the “Instrument # From” box located under the “General” category.

*Leave the rest of the search form blank.*

2. Click “Search”.

#### I have the **Book and Page (Volume and Page or Reel and Image) number**:

1. Enter the volume (or reel) number into the “Book” box and the page (or image) number into the “Page” box located in the General Category

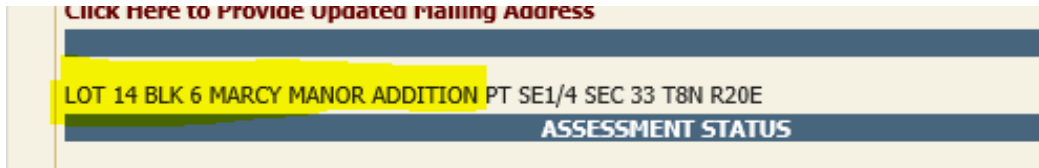
*Leave the rest of the search form blank.*

2. Click “Search”.

*Please note, if you have an instrument number that is less than seven (7) digits, and/or book and page combinations that are less than four (4) digits, you may have to include placeholder zeroes (0) when searching for results to appear. See examples below.*

*Instrument Number: 123456      Search as: 0123456  
Book: 123 and Page: 123      Search as: Book: 0123 and Page: 0123*

### Subdivision/Platted Description



*Platted Legal Descriptions (Subdivision) are identifiable by LOT and BLOCK (if applicable) followed by the subdivision name.*

*Make note of your lot and block (block is not always applicable) and the subdivision name.*

**Platted Description**

Subdivision:

Lot:  Block:  Out Lot:

1. Scroll down to the “Platted Description” category.
2. Enter in your subdivision name into the “Subdivision” box.
3. Enter your lot number into the “Lot” box.  
***\*If you have more than one lot or additional outlots, search one item at a time.\****
4. Enter your block number (*if applicable*).
5. Click “Search”.

To search documents recorded before 1994 (documents not yet indexed), you’ll need to use our online search tools/online index books. Guides for those are found in the links below:

[Online Search Tools](#)

[Online Subdivision Index](#)

### Condominium/Condo Description

**UNIT E BUILDING 1821 PARAMOUNTCONDOS (R1973/385)PT SE1/4 SEC 36 T7N R19E DOCNO 4069563**  
**ASSESSMENT STATUS**

*Condo legal descriptions are identifiable by the Unit, Building (building is not always applicable) and followed by Condominium.*

*(Condos also have limited common elements that may be indexed depending on the condo such as boat slip, parking space, locker, and storage units. You can also search by these items if applicable.)*

*Make note of your Unit, Building (if applicable), and Condo Name.*

Condo Description	
Condo:	PARAMOUNT CONDOMINIUMS
Boat Slip:	<input type="text"/>
Building:	1821
Locker:	<input type="text"/>
Parking Space:	<input type="text"/>
Unit:	e
Storage:	<input type="text"/>

1. Scroll down the “Condo Description” category.
2. Select your Condo Name from the drop-down list in the “Condo” box.
3. Enter your building name/number into the “Building” box (if applicable, buildings are not always present).
4. Enter your unit number/letter(s) into the “Unit” box.

*Please note that you must enter the unit and building information exactly as it is indexed in our land records system, otherwise results may not appear. To ensure you have the correct information to search, you can contact the Land Records Division for confirmation:*

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

*Phone: 262-548-7589*

5. Click “Search”.

To search documents recorded before 1994 (documents not yet indexed), you’ll need to use our online search tools/online index books. Guides for those are found in the links below:

[Online Search Tools](#)

[Online Condominium \(Condo\) Index](#)

### Metes and Bounds/Unplatted Description

LEGAL DESCRIPTION
PT NW1/4 SEC 23 T7N R20E COM 1630 FT W OF SE COR OF NW1/4 SEC N 253 FT W 125 FT S 253 FT E 125 FT TO BGN R625/545
ASSESSMENT STATUS

Unplatted legal descriptions (metes and bounds) are identifiable by the ¼ (quarter), SEC (section), T (township), and R (range) locations.

This example property is located in the:

QUARTER: NW (northwest)

SECTION: 23

TOWNSHIP: 07

RANGE: 20

Make note of your quarter, section, township and range.

#### Unplatted Description

Section:  ▼  
Range:  ▼

Township:  ▼  
Qtr:  ▼

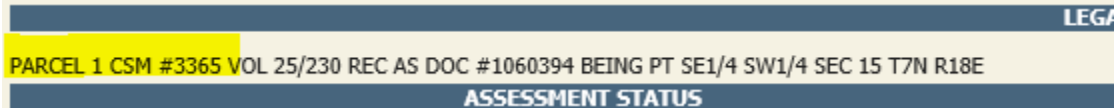
1. Scroll down to the “Unplatted Description” category.
2. Enter your Section, Township, Range, and Quarter (Qtr) into each applicable box.
3. Click “Search”.

To search documents recorded before 1994 (documents not yet indexed), you’ll need to use our online search tools/online index books. Guides for those are found in the links below:

[Online Search Tools](#)

[Online Tract Index](#)

### Certified Survey Map (CSM)/Map Description



*Map Legal Descriptions (Certified Survey Map/CSMs) are identifiable by the CSM Number. Make sure to make note of your lot/parcel number and block number \*block is not always applicable\*.*

*Make note of your CSM Number (Name), Lot, and Block (if applicable).*

**Map Description**

Name:

Block:  Lot:  Outlot:

1. Scroll down to the “Map Description” category.
2. Enter your CSM number into the “Name” box.
3. Enter your lot number into the “Lot” box.
4. Enter your block number in the “Block” box *(if applicable)*.
5. Click “Search”.

To search documents recorded before 1994 (documents not yet indexed), you’ll need to use our online search tools/online index books. Guides for those are found in the link below:

[Online Search Tools](#)

(There is no Online Index for Certified Survey Maps (CSMs) specifically. In order to search the history for properties with this type of legal description, you would have to search the index books for the type of legal description the CSM was created from (metes and bounds, subdivision, etc.).

Geographic Information System (GIS) Map Search

Property tax listing - details

Pay Options | Tax Bill Details | **Property Details** | Search

Tax Key:  Tax Year:  12/2/2025 1:22:35 PM  
 WAUKESHA COUNTY  
 CITY OF WAUKESHA

OWNER NAME AND MAILING ADDRESS	PROPERTY ADDRESS
WAUKESHA COUNTY C/O DEPT OF PUBLIC WORKS 515 W MORELAND BLVD ROOM AC220 WAUKESHA, WI 53188 <a href="#">Click Here to Provide Updated Mailing Address</a>	515 W MORELAND BLVD WAUKESHA, WI 53186

**LEGAL DESCRIPTION**  
 PT SE1/4 SEC 34 T7N R19E BEG E LI SEC 660' S OF E 1/4 COR, S 59.75', S89 25'W 30', SW 306.77'. S89 32'W 594.35', S0 11'E 297', S72 40'W 687.94', N0 7'W 960.08', E 100', N28 3'E 260.38' TO S LI MORELAND BL, SE & E ON S LI TOBEG V711 DEEDS P134 & 136 EXC V805P333

[GIS VIEW PARCEL](#)

An additional way to search property records in our Public Access site is to utilize the Geographic Information System (GIS) Map Search function. If you pull up your property on the [Tax Listing website](#), you can click the “GIS View Parcel” button to launch the interactive GIS Map.



Your parcel will appear on the map, and on the left side of the screen you will see a hyperlink to “Register of Deeds Images”. If you click this, it will take you to the Public Access site and automatically provide a list of documents that have been indexed to the corresponding Tax Key number.

**\*Please note, the only documents that will appear using this option will be documents that have been indexed to the Tax Key number. Not all documents require Tax Key numbers to be recorded, nor were Tax Key numbers consistently indexed throughout history.\***

**Waukesha County Register of Deeds Public Access**

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Real Estate Document Access

Showing Records 1 through 4 (4 records found as of 12/02/2025 02:04:06 PM count #808) [Click here for Search Instructions](#)


Image	Instrument #	Book	Page	Date Filed	Date Recorded	Document Type	Party Name	Reverse Party Name	Legal Description	Status
	5281132			06/26/2024	06/26/2024	OTHER AGREEMENT	WAUKESHA COUNTY (+)	WAUKESHA COUNTY (+)	CITY OF WAUKESHA SEC 34 TOWNSHIP OF RING 19 SE FIN WAKC1000982	
	4459221			03/12/2020	03/12/2020	OTHER AGREEMENT	(+) WAUKESHA COUNTY (+)	(-) WAUKESHA COUNTY (+)	CITY OF WAUKESHA SEC 34 TOWNSHIP OF RING 19 SE FIN WAKC1000982	
	2382642			01/14/2013	01/14/2013	EASEMENT/RIGHT OF WAY GRANT	(-) WAUKESHA COUNTY (+)	(-) WISCONSIN ELECTRIC COMPANY (+)	CITY OF WAUKESHA SEC 34 TOWNSHIP OF RING 19 SE FIN WAKC1000982 WAKC1000983	
	2302240			04/09/2012	04/09/2012	EASEMENT/RIGHT OF WAY GRANT	(-) WAUKESHA COUNTY (+)	(-) WISCONSIN ELECTRIC POWER COMPANY (+)	CITY OF WAUKESHA SEC 34 TOWNSHIP OF RING 19 SE FIN WAKC1000982 WAKC1000983	

**How to Purchase a Document Using the Public Access Site**

If you find documents you wish to purchase, you can add them to your basket by either clicking “Add to Basket” if you’re viewing the image of the document, or by clicking “This Image (Clean)” in the “Buy a Copy” box. Once you purchase the documents, the “Unofficial Document” watermark will be removed.

Either of these options will add a document to your basket. You can also purchase specific pages of a document if you do not want to purchase the entire thing.

When you are finished adding documents to your basket, you can click “View Basket”.



**Waukesha County**  
Register of Deeds Public Access

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Real Estate Document Access


Criteria: Parcel ID WAKC1000982; Showing Records 1 through 4 ( 4 records found as of 12/02/2025 02:04:06 PM [count again](#) ) [Click here for Search Instructions](#)

Buy a Copy [Selected Image\(s\) \(Clean\)](#) Other Options [New Search](#) [Refine Search](#) Page 1 Sort By:

#	Image	Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party Name Reverse Party Name	Legal Description	Status
1	<a href="#">View</a>	<a href="#">4781133</a>	08/26/2024	08/26/2024	OTHER AGREEMENT	[R] WAUKESHA COUNTY (+) [E] WAUKESHA COUNTY (+)	CITY OF WAUKESHA SEC 34 TWNESH 07 RNG 19 SE PIN WAKC1000982	
2	<a href="#">View</a>	<a href="#">4459221</a>	03/12/2020	03/12/2020	OTHER AGREEMENT	[R] WAUKESHA COUNTY (+) [E] WAUKESHA COUNTY (+)	CITY OF WAUKESHA SEC 34 TWNESH 07 RNG 19 SE PIN WAKC1000982	
3	<a href="#">View</a>	<a href="#">3983647</a>	01/16/2013	01/16/2013	EASEMENT/RIGHT OF WAY GRANT	[R] WAUKESHA COUNTY [E] WISCONSIN ELECTRIC COMPANY (+)	CITY OF WAUKESHA SEC 34 TWNESH 07 RNG 19 SE PIN WAKC1000982 WAKC1000983	
4	<a href="#">View</a>	<a href="#">3907240</a>	04/05/2012	04/05/2012	EASEMENT/RIGHT OF WAY GRANT	[R] WAUKESHA COUNTY [E] WISCONSIN ELECTRIC POWER COMPANY (+)	CITY OF WAUKESHA SEC 34 TWNESH 07 RNG 19 SE PIN WAKC1000982 WAKC1000983	

Buy a Copy [Selected Image\(s\) \(Clean\)](#) Other Options [New Search](#) [Refine Search](#) Page 1 Sort By:

From here, follow the instructions on screen and click “Check Out” to complete your transaction and download your documents.



**Waukesha County**  
Register of Deeds Public Access

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Welcome | [Recorded Documents](#) | [FAQ](#)

**Step 1** Review Items      Step 2 Enter Payment      Step 3 Receive Items

By clicking 'Check Out' below, you will be taken to a 3rd party payment provider to enter your payment information.

**DO NOT** use "print receipt" after entering payment information. As long as you enter a valid email address, you will automatically receive a receipt. Using print receipt will prevent you from reaching the document delivery screen. We are working with the vendor to correct this issue.

When that process is complete and payment notification is received, you will be returned to this site to receive your documents. Documents are delivered in PDF.

Request #	Date Added	Reference #	Item Description	# Pages	Fee	Action	Notes
5829937	12/02/2025 02:05 PM	4781133	Image Access (Clean Copy): 4781133 - Page(s) 1 - 12	12	\$13.00	<a href="#">Remove</a>	
			CC Service Fee		\$5.00		
<b>Total Fee: \$18.00</b>							

[Check Out](#)      [Empty Basket](#)