



WAUKESHA COUNTY

OFFICE OF REGISTER OF DEEDS

Register of Deeds
James R. Behrend

Deputy Register of Deeds
Beth N. Zimmermann

Real Estate Records Supervisor
Nancy A. Kissinger

Senior Financial Analyst
Robert P. Dunn

RULES FOR VITAL STATISTICS RESEARCH

1. Vital Statistics research may be done between the hours of 9:00 a.m. - 2:00 p.m. Monday – Friday. Researchers are not required to make an appointment. However, no more than 3 researchers will be admitted to the research area at one time.
2. All researchers must register at the Information Desk and may sign out no later than the research period end times listed above.
3. Register of Deeds staff has first priority use of all indexes and records to conduct their daily business.
4. Staff at the Information Desk will retrieve research documents and all research documents must be returned to the Information Desk staff. If a researcher wishes to purchase a document copy, the Information Desk staff can provide the researcher with the appropriate application.
5. Researchers must use only pencils when documenting information. Do not place your work sheet on top of an open book as pressure marks from the pencil will transfer onto the document.
6. No cameras, cell phones, recording devices, scanners, food or drinks are allowed in the research area. Researchers must obtain approval from the Register of Deeds to use a laptop in the research area.
7. All document books must remain in the research area. Do not write, alter, mutilate or destroy any records or index. Do not remove pages from books.
8. Please be respectful to others and work quietly.
9. Researchers should report any damages to documents or inappropriate searching.
10. Please remember that the materials are old and delicate. Researchers should have clean hands, use care and be gentle with the documents.
11. If a researcher requires staff assistance, the researcher must wait in line to ensure all customers are served in order.

Register of Deeds

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www.waukeshacounty.gov
Phone: (262)548-7583

Effective 1/5/2017