



# COLUMBIA COUNTY

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Register of Deeds**

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112 E. Edgewater Street  
Portage, WI 53901

## **Genealogy Research Rules and Regulations**

### **Office Policy for Genealogy Researchers:**

1. Genealogy researching hours are 9:00 a.m. to 3:00 p.m. Monday- Friday. **Copies will not be made after 3:00 p.m.**
2. Three people are allowed in the records area at one time. Staff will determine this number, based on availability of office space.
  - a. This office reserves the right to change the number of people allowed to research at one time and the hours available for research.
3. To avoid suspicion and for your own protection the following items are not allowed in the research area without explicit approval from staff:
  - a. Bags
  - b. Backpacks
  - c. Briefcases
  - d. Large purses
  - e. Coats

### **WE RESERVE THE RIGHT TO INSPECT ALL ITEMS BROUGHT INTO THE RESEARCH AREA.**

4. Employee assistance is only available between 9:00 a.m. and 11:30 a.m. and between 1:30 p.m. and 3:00 p.m.
5. Register of Deeds staff has first priority to use indexes and records in order to conduct their daily business.
6. Before entering the search area, it will be necessary to complete a record search application.
7. Wisconsin Statute restricts the use of certain records and indexes. This office reserves the right to restrict access to records that are confidential or contain confidential information.

### **Users of Register of Deeds Records Must Abide by the Following Rules:**

1. Present to the office staff satisfactory identification.
2. The following are **NOT** allowed in the records area for any reason:
  - a. Pens or markers
  - b. Cell phones (no phone calls, pictures or videos)
  - c. Private copy machines
  - d. Cameras (no pictures or videos)
  - e. Purses or large bags (bags may be kept in the lobby)
  - f. Children under the age of 12
3. **Records CANNOT be altered in any way**, even if the records contain erroneous information.
4. To view records that may still contain some confidential information, but requires redaction prior to viewing, contact a staff member and they will assist you. Searchers are limited to two staff assisted records per day.

5. This office reserves the right to ask policy violators to leave the research area.

**Record Searches and Copy Fees**

Genealogists will be required to complete a vital records application form for each record request. The fee for the first copy is \$20. Any additional copies of the same record, ordered at the same time, are \$3. If the record is found, a copy will be provided. **Genealogists are not allowed to take photos of any vital records.**

**These rules are also found in DHS 142 Access to Vital Records and published under s.35.93.**