



COLUMBIA COUNTY

Register of Deeds

608-742-9677
FAX: 608-742-9875
E-MAIL: register.deeds@columbiacountywi.gov
WEBSITE: www.co.columbia.wi.us

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. daily.
2. Three people are allowed in the research area at one time. Staff will determine this number, based on availability of office space. This office reserves the right to change the number of people allowed to research and the hours available for research.
3. To avoid suspicion and for your own protection all bags, briefcases and coats are not allowed in the records area. **WE RESERVE THE RIGHT TO INSPECT ALL ITEMS** brought into the Register of Deeds office.
4. Employee assistance is available between 9:00 a.m. and 11:30 a.m. and between 1:30 p.m. and 3:00 p.m. **ONLY. Copies will not be made after 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 read and abide by the following rules:

1. Present to the office staff satisfactory identification.
2. The following are **NOT** allowed in the records area:
 - Pens or markers
 - Cell phones
 - Private copy machines
 - Cameras
 - Purses, bags or briefcases
 - Children under twelve
3. No eating or drinking in the search area.
4. Refrain from loud talking and laughing.
5. Only pencils may be used.
6. Handle all books with care and respect.
 - Return all books to their proper space
 - Do not write in the books
7. **Records must not be altered in any way**, even though the records contain erroneous information.
8. To view records that may still contain some confidential information that requires redaction prior to viewing, contact a staff member and they will assist you. Searchers are limited to two staff assisted records per day.
9. This office reserves the right to exclude violators from the search 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. However, if the record is not found the search fee is **not refundable. Genealogists are not allowed to take photos of any vital records.**

Thank you for your cooperation and good luck in your research.