Kewaunee County Register of Deeds

Germaine Bertrand
Register of Deeds

810 Lincoln Street, Kewaunee, WI 54216
Phone (920) 388-7126 • Fax (920) 388-7129
bertrand.germaine@kewauneeco.org
www.co.kewaunee.wi.gov

VITAL RECORDS

$20 Birth
$20 Death
$20 Marriage
$20 Domestic Partnership
$20 Divorce
$3 Additional copies requested at the same time

RECORDING & FILING FEES

Fees are governed by Wisconsin Statutes

Documents may be E-recorded with Simplifile and CSC eRecording Solutions

RECORDED DOCUMENTS (Recorded documents will be returned to designee in return to area on document.)

Deeds, Mortgages, Land Contracts, Satisfactions, Lis Pendens, Federal Tax Liens, etc.

• $30.00 recording fee per document regardless of the number of pages
Note: Maximum size sheet: 8 1/2" x 14"

HT-110 & TOD-110 - $30.00 per document

FILED DOCUMENTS

Certified Survey Maps and UCC Real Estate fixture filings and filed documents for which no other fee is specified in Wisconsin Statutes - $30.00 filing fee per document regardless of the number of pages.

DOCUMENT COPIES & CERTIFIED COPIES

Copies of recorded and filed documents are $2.00 for the first page and $1.00 each additional page, plus $1.00 for certificate, if a certified copy is requested. **FAX fees** are $1.00 for the first page and $.50 for each additional page. Fees must be received, before copies are sent out.

PLATS

Subdivision, Cemetery and Condominium Plats are $50.00 regardless of the number of pages. Department of Transportation Project Plats (TPP) are $25 with one page being one plat. Plats are 22"X30" in size except for Condominium Plats which are 14"X22".

CHECKLIST FOR PREPARATION OF DOCUMENTS TO BE RECORDED

Your document format must conform to Wisconsin Act 110, Standard Document Format implemented September 1, 1996.

•Requirements include 3 by 3" blank space in upper right hand corner, minimum 1/2 inch margins at the top of each page, minimum 1/4 inch margins on sides and bottom of first page, white standard weight paper, no hinged pages and black or red ink, except signatures, may be other colors. If there is not room on first page of document for recording information, cover sheet may be used.

•The document title must be not less than ½" nor more than 3" from the top of the document and not in the recording area.
•A return name and address must be entered on the document either under the recording area on the right or on the upper left corner under the space for the document number.
•The entire document must be legible and reproducible.
•Parcel Identifier Numbers (PIN) are requested on documents, and can be stated directly below the return name and address. It is alternate parcel number on property tax bill and starts with 31.
•Documents pertaining to real estate require the complete legal description of the property.
•Original signatures are required.
•The document must refer to land within the county it is recorded.
•An Electronic Real Estate Transfer Return must be completed on the Wis. Dept. of Revenue website www.revenue.wi.gov/Pages/RETr/Home.aspx (effective 7-1-09) and the printed receipt must accompany real estate conveyances, such as deeds or land contracts.
•Multiple mortgage, assignments or satisfactions may not be placed on the same instrument. Reference to other documents must contain document #, Volume and page.
•A notary's acknowledgment, signature, and valid commission date are required.
•The correct recording fee is required.
•Checks payable to the Register of Deeds.

Office Hours
8:00 A.M. – 4:30 P.M. Monday through Friday
Closed Saturdays, Sundays and Legal Holidays

For more info visit www.wrdaonline.org