

## **RULES FOR VITAL RECORDS RESEARCH**

1. Vital Records research may be done between the hours of 9:00 a.m. - 1:00 p.m. Tuesday – Thursday **by appointment only**. Please contact our office at [genealogy@waukeshacounty.gov](mailto:genealogy@waukeshacounty.gov) or (262) 548-7863 to schedule an appointment.
2. No more than 4 researchers will be admitted to the research area at one time.
3. All researchers must register with the Vital Records staff and may sign out no later than the research period end times listed above.
4. Register of Deeds staff has first priority use of all indexes and records to conduct their daily business.
5. Staff will retrieve research documents and all research documents must be returned to the staff. If a researcher wishes to purchase a document copy, the staff can provide the researcher with the appropriate application.
6. 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.
7. 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.
8. 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.
9. Please be respectful to others and work quietly.
10. Researchers should report any damages to documents or inappropriate searching.
11. Please remember that the materials are old and delicate. Researchers should have clean hands, use care and be gentle with the documents.
12. If a researcher requires staff assistance, the researcher must wait in line to ensure all customers are served in order.
13. For more information, please consult our genealogy [information pamphlet](#).