

REGISTER OF DEEDS OFFICE NEWSBRIEF



FEBRUARY 2007



- ❖ Starting February 5, 2007, anyone that wants to search birth, death or marriages records, must complete an "Application for Records Search" form prior to their first entry to research area for the current calendar year. You must present satisfactory proof of identity. This form will be kept on file and will expire on December 31st of the current calendar year. Researchers must complete a new form each year. Once you have registered for the year, you must sign in each day before you enter research area and indicate family name(s) being searched.
- ❖ HT-110 - The Probate office informed us that they no longer need copies of the HT-110, as of 1/1/07. You can access and print the one part HT-110 on the Register of Deeds website, http://www.co.sheboygan.wi.us/html/d_regdeeds.html. You only need to submit the original HT-110 for recording, no copies. The tax bill is no longer required with the HT-110. You only need to submit a certified death certificate and a copy of the deed for the property along with the \$25 recording fee.
- ❖ CSM - Just as a reminder to anyone that submits a CSM, the surveyor's seal and signature must be on all pages of the document. This is according to Wisconsin Administrative Code Ae2.
- ❖ FYI - According to the Governors proposed budget, transfer fees may be increased. If you have concerns regarding this issue please contact your Legislative Representative in Madison. Keep in mind that these fees have not been changed since 1981.
- ❖ Old Mortgage Books - The next time you enter our office take notice of the fact that the old mortgage books that were located on the west wall of the central office are no longer there. We moved them to the vital records vault onto the moveable shelf units. You can still access them if you need to, you will need to follow the rules for the vital records vault, or you can just have one of the staff pull the book you need to see if it is only one.