

**CHECKLIST FOR PREPARATION OF DOCUMENTS TO BE RECORDED**

**RECORDING FEES**

**REAL ESTATE TRANSFER RETURNS  
As of July 1, 2009 ALL Returns Must Be Done  
Electronically**

1. The **Name or Title of the Instrument** must be located at the top of the document.
2. A blank 3” x 3” **Recording Area** in the upper right hand corner of the first page is needed for the recording information.
3. The **Name and Return Address** information is required and is located on the first page.
4. **Paper** must be white, 20 lb weight, a page width of 8.5” and either 11 or 14 inches in length.
5. Completely identify the names of the **Grantors** and **Grantees** on the instrument.
6. All documents must contain **original signatures and dates** that are **authenticated or notarized**.
7. The complete name of person who drafted the document must be on the instrument.
8. A **complete legal description** of the property is required if it refers to a specific parcel of land.
9. An electronic Real Estate Transfer Return (**eRETR**) Receipt is required with any conveyance document.
10. All information on the original document must be clear, legible and reproducible.
11. **ALL Recording and Transfer Return Fees are to be paid at the time the documents are presented for recording.**
12. Make Checks Payable To: **Register of Deeds**

**\$30.00 per document ss.59.43(2)**  
**(Regardless of number of pages)**

**EFFECTIVE JUNE 25, 2010**

**SB 507 changed** the Register of Deeds recording fee from \$11 for the first page and \$2 for each additional page to a **“flat fee” of \$30 per document. Please make checks payable to Register of Deeds.**

**PLATS:** (statutory fee)  
(Recorded plats are not returned)

|   |      |
|---|------|
| Subdivision Plat, 22” x 30”<br>(Regardless of number of pages)        | \$50 |
| Condominium Plat,<br>(Regardless of number of pages)                  | \$50 |
| Cemetery Plats, 22” x 30”<br>(Regardless of number of pages)          | \$50 |
| DOT Transportation Project Plats, 22” x 30”<br>(one page is one plat) | \$25 |

**COPIES** of recorded documents are:

|  |      |
|--|------|
| First Page (statutory fee)                                     | \$2  |
| Each additional page of the same document                      | \$1  |
| Certification if a certified copy is requested<br>(county fee) | \$1  |
| Fee for faxing documents                                       | \$1  |
| Subdivision Plat copies (full size)                            | \$10 |
| Each additional page   | \$3  |

RECORDED DOCUMENTS will be returned to the individual as designated in the “Return to Address”.

**NOTE:** Please reference *Wisconsin Statutes 59.43(2m)* for a complete list of the *Standard Format Requirements for Recorded Documents* and additional information.

Department of Revenue website:  
[www.revenue.wi.gov/Pages/RETR/Home.aspx](http://www.revenue.wi.gov/Pages/RETR/Home.aspx)

**eRETR’s** - electronic Real Estate Transfer Return

**Step 1:** Prepare the Document of Conveyance (deed)

**Step 2:** Complete the eRETR on-line.

**Step 3:** Print the eRETR *Receipt* and send it with the document to be recorded.

**Step 4:** Include any required transfer return fee plus the recording fee and submit to the Register of Deeds.

Additional electronic filing information can be obtained at the DOR website or by contracting your local Register of Deeds office.

**ADDITIONAL INFORMATION**

Conveyances dated 9/1/81 or thereafter are computed at the current rate of \$3 per \$1,000 of real estate value rounded off to the next higher hundred except when the following apply:

Deeds in fulfillment of a **recorded Land Contract, which was dated 12/17/71 to 9/1/81,** are computed at .10 per \$100 or \$1.00 per \$1000 of value rounded up to the next higher hundred.

Deeds in fulfillment of a recorded **Land Contract** dated prior to 12/17/71 do not require a fee or return.

As of August 1, 1992 transfer fees are due and payable at the time Land Contracts are recorded.

**VITAL RECORDS FEE SCHEDULE**

**Certified/Uncertified Certificates**

(ss.69.22)

- 1. Birth \$20
- 2. Death/Marriage \$20
- 3. Domestic Partnership \$20
- 4. Termination of Domestic Partnership \$20
- 5. Divorce Certificate \$20

Additional copies of the same certificate of any of the above, ordered at the same time \$ 3

\*Applications are available online at [www.co.oneida.wi.us](http://www.co.oneida.wi.us)

**GENEALOGY INFORMATION:**

\*No appointment necessary

**Indexes** will remain available for public use at any time between the hours of 8 am and 4:30 pm.

**Individual vital record retrieval** for genealogy will only be available from: 9:00 am to 10:00 am and 2:00 pm to 3:00 pm  
\$7 search fee per event ss.69.22

\*Note: Statewide vital records law went into effect June 1, 1907 so records were not required prior to this date.

**UNIFORM COMMERCIAL CODE  
FINANCING STATEMENTS**

Wis. Statutes Chapter 409

Effective July 1, 2001, All non-realty related filings are to be filed with:

Department of Financial Institutions  
Uniform Commercial Code Section  
PO Box 7847  
Madison WI 53707-7847  
[www.wdfi.org](http://www.wdfi.org)  
UCC Section: 608-266-8915

**Office Hours**  
**8:00 A.M. – 4:30 P.M.**  
**Monday – Friday**

**Except the following holidays:**

- New Year’s Day**
- Good Friday**
- Memorial Day**
- Independence Day**
- Labor Day**
- Thanksgiving Day**
- Day after Thanksgiving**
- Christmas Eve Day**
- Christmas Day**

**Websites with additional information and/or blank forms:**

Wisconsin Register of Deeds Association:  
[www.wrdaonline.org](http://www.wrdaonline.org)

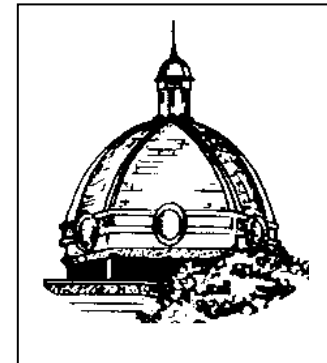
Wisconsin Department of Revenue:  
[www.revenue.wi.gov](http://www.revenue.wi.gov)

Wisconsin Department of Financial Institutions:  
[www.wdfi.org](http://www.wdfi.org)

State Bar of Wisconsin:  
[www.wisbar.org](http://www.wisbar.org)

Revised November 2018

**Register of Deeds**  
**Oneida County**  
**Wisconsin**  
**Fee Schedule**  
**and**  
**General Information**



**Oneida County Courthouse**  
**1 S. Oneida Ave.**  
**P.O. Box 400**  
**Rhineland, WI 54501**  
**(715)369-6150**  
**(715)369-6222 (Fax)**  
**[www.co.oneida.wi.us](http://www.co.oneida.wi.us)**

**Recording, filing, vital records and copy fees are governed by the Wisconsin Statutes and are uniform throughout the state. I hope this information will be of some assistance. It is a pleasure to be of service to you.**

**Kyle J. Franson**