CITY OF KENOSHA
625 - 52nd Street, Room 105
Kenosha, Wisconsin 53140-3480
Phone (262)653-4020
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www.kenosha.org

Michael K. Higgins
City Clerk – Treasurer

Debra L. Salas
Deputy City Clerk-Treasurer

PUBLIC RECORDS REQUEST
(In Accordance with Chapter XXVII, Code of General Ordinances)

Date _____

Name _____

Address (Addr/City/State/Zip) _____

Phone _____

Email _____

Check one:

_____ Complete voter history; electronic or paper? _____

_____ Voter history for the following ward(s) electronic or paper? _____

_____ Voter registration verification (specify name (first, middle initial, last and last known address): _____

_____ License report (specify type of license) _____

_____ Real Estate Tax File; electronic only _____

_____ Annual Tax File Special Assessment list; electronic or paper? _____

_____ Copies of the following document(s)(please describe in detail, include dates if possible) : _____

_____

_____

_____

_____ Duplicate Tax Bill (provide address or parcel #) _____

Payment is required prior to delivery of record. Please see reverse for fee schedule. In the event it is necessary to search for a record, the hourly wage rate, plus fringe benefits of the employee performing a record search where said costs equal or exceed Fifty ($50) Dollars will be imposed.

FOR OFFICE USE ONLY

Date Received _____

Payment Amount _____

Information Was Provided on _____ via _____ Email _____ U. S. Mail _____ In Person

Voter history; electronic and/or paper (more than one district)	$75.00 plus tax
Voter history for one district (any number of ward(s) within district) electronic and/or paper	$35.00 plus tax
Voter registration verification	No Cost
License report	$25.00 plus tax
Real Estate Tax File; electronic only	$325.00
Annual Tax File Special Assessment list; electronic or paper*	$50.00 plus tax
Copies of existing records	$.25 per page
Duplicate Tax Bill	$2.00 plus tax
Tax Search:	Up to and including 5 parcels - $10.00; 6 thru 10 parcels - $20.00; 11 thru 15 parcels - $30.00; 16 thru 20 parcels - $40.00; Etc.
Special Assessment Search	$10.00 per parcel*
Expedited, Same Day Special Assessment Search	$20.00 per parcel

*Copies of existing, monthly special assessment lists are .25 per page.

Chapter 27 Public Records and Property is available for inspection in the City Clerk's office and can also be obtained at www.kenosha.org