

CITY OF KENOSHA
625 - 52nd Street, Room 105
Kenosha, Wisconsin 53140-3480
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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	\$15.00 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	\$1.00 plus tax

*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