



State of Wisconsin

Secretary of State

State Capitol Building  
Room B41W

statesec@wisconsin.gov  
(608) 266-8888

### Section 1: Contact Information

Requestor's Name: \_\_\_\_\_  
(nombre & apellido de solicitante)

Address (direccion): \_\_\_\_\_  
number & street

\_\_\_\_\_ city state/region/country zip code

Telephone Number: \_\_\_\_\_  
(numero de telefono)

Email Address: \_\_\_\_\_  
(correo electronico)

### Section 2: Requested Record(s)

What type of record are you requesting? Please be specific, including properly spelled names, type of record (oath, deed, pardon, etc), and time frame of record. If you are requesting an oath please include office, term, & location of oath-taker (ie Sawyer County Circuit Court Judge). Continue on back if needed.

### Section 3: Return of Documents

Type of Return Mailer Enclosed:

Self-addressed USPS envelope with pre-paid postage . . . . .

NONE. I intend to pick up my documents in person in room B41W, State Capitol Building. Please contact me via:

phone number below  email below

\_\_\_\_\_

Self-addressed pre-paid courier label . . . . .  
(FedEx or UPS – we cannot ship FedEx Ground or DHL)

Secretary of State Certification Desk  
P.O. Box 7848  
Madison, WI 53707-7848

Secretary of State Certification Desk  
State Capitol Mailroom  
17 W. Main Street  
Madison, WI 53703-3960

### Section 4: Fees & Payment

Our records fees for printed copies is \$2 per document or .50c per page (whichever is greater—each page is generally double sided). Records fees for electronic copies are \$2 per document.

Number of Documents: \_\_\_\_\_

Electronic Copy  Paper Copy

Certified Copies x \$5 = \_\_\_\_\_

Expedited Service x \$25 = \_\_\_\_\_

The cost of your order will fluctuate based upon the number of responsive records provided. We advise you to confirm payment amount with staff before submitting. Payments be made via check, cash, or money order.

Checks may be made out to: **Wisconsin Secretary of State**

**Expedited Service** has an estimated processing time of 1-5 business days for small orders.

**ALERT::THIS PROCESSING TIME DOES NOT INCLUDE SHIPPING TIME AND IS AN ESTIMATE ONLY.**

# OPEN RECORDS REQUEST FORM