

State of Wisconsin

State Capitol Building
Room B41W



Secretary of State

SOSrecords@wisconsin.gov
(608) 266-8888

Section 1: Contact Information

Requestor's Name: _____

Address: _____

number & street

city state/region/country zip code

Telephone Number: _____

Email Address: _____

Section 2: Requested Records

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 to You

- Self-addressed USPS envelope with pre-paid postage
- I intend to pick up my document(s) in person in room
B41W, State Capitol Building Please contact me via:
 phone email
- Self-addressed pre-paid courier label
(FedEx or UPS *only*: we cannot ship via 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 can be made via check, cash, or money order.

Please make checks out to: Wisconsin Secretary of State

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

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