

CITY OF KENOSHA
625 - 52nd Street, Room 105
Kenosha, Wisconsin 53140-3480
Phone (262)653-4020
Fax (262)653-4023
cityclerk@kenosha.org
www.kenosha.org



Michael K. Higgins
City Clerk – Treasurer

Cynthia L. Howard
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 (completed within 7 working days)	\$10.00 per parcel*
Expedited, Special Assessment Search (completed within 3 working days)	\$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**