

STATEWIDE RULES
FOR VITAL STATISTICS OFFICES

Users of vital records files must do the following:

1. Register the following information before entering the vital records area: Name, address, telephone number (optional) and general identification of records being searched – family name or subject and time period of research.
2. Present satisfactory proof of identity to the registrar.
3. Read the rules and sign an agreement to abide by them.
4. Bring no children under the age of 12 into the office.
5. Bring no food or beverages into the vital records area.
6. Bring no coats, purses, briefcases or bags into the vital records area.
7. Bring no private copy machines or cameras into the vital records area. *Users will not be admitted to the vital records files unless they comply with rules 1-7.*
8. Refrain from smoking, loud talking, laughing and noise making.
9. Bring only pencils, no pens, into the work area. *Users will be given one verbal warning concerning violations of rules 8 and 9 and, if violations continue, will be asked to leave the office.*
10. Make use of paper records (not including indexes) only as a last resort to find specified records.
 - a. Indicate which record(s) are being searched.
 - b. Use other alternatives first. *Users will be given one verbal warning not to use records that have not been specified and, if violation continues will be asked to leave the office.*
11. Respect priority right of staff to the use of indexes and records to conduct everyday business.
12. Must not write on or otherwise alter, mutilate or destroy a record.
13. Observe rules of access or non-access relative to:
 - a. Legally confidential material
 - b. Paper records that are in poor physical condition.

Users who violate rules 12 and 13 will be immediately expelled from the office and will not be permitted to return for 2 months. A second violation within a year will result in expulsion from the office for six months and a notice of this violation to the vital records offices throughout the state.

14. Must not ask staff to perform tasks, which are contrary to statute or administrative rule. *A user who violates this rule will be immediately expelled from the office and will not be permitted to return for 2 months. A second violation within a year will result in expulsion from the office for six months and a notice of this violation to the vital records offices throughout the state.*
15. Observe specific rules for the physical handling of books and materials. *Violators will receive one verbal warning and on second violation will be asked to leave the office.*

Policy Concerning Genealogists

Rules and Hours for Access to Vital Records

Register of Deeds, Green Lake County

In addition to the statewide Rules for Vital Statistics Offices, the following rules pertain to persons specifically doing searches in Green Lake County Wisconsin:

Search hours are 9:00 A.M. thru 4:00 P.M. all working days except: New Year's Eve Day, New Year's Day, Memorial Day, July 4th, Labor Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day. *No appointments are required.*

Two people will be allowed to search the records at one time. After 1 hour, if others are waiting, they will then be allowed to search. Because this is a small office there is a limited amount of space, both for work and storage of purses, briefcases, etc. You will be told where to work. We ask that you keep your conversation to a minimum. We also ask that you DO NOT smoke, eat or drink in the searching area.

WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.

Staff *MUST* be allowed to use the books when necessary. That is *FIRST PRIORITY*.

We do not use volunteer help; surveillance is done by office staff.

Upon your first visit to the office, you will be briefed by office personnel as to the location of the records, work space, storage etc.

Take one volume and/or index out at a time and return it to its proper place when finished with it.

Do not lay anything on an open book, including your arms. Turn pages carefully. Unnecessary roughness will be called to your attention and continued violation of this rule will be enforced the same as rule 15 of the statewide rules.

Only pencils may be used. Please do not write or make marks in the indexes. If you do not have a pencil, one will be provided. Return pencil to us when finished. *No cameras of any kind will be allowed in searching area.*

The vital statistics law in Wisconsin went into effect June 1, 1907. The records before that time are incomplete. This is not our fault; but a fact. We can do nothing about the fact that you may not find many of the very old records. Please realize that these records were transcribed from the originals. (The originals are in Madison) and some handwriting is not easy to read.

When you find any birth or death certificates prior to 1907, marriage certificates prior to 1909, you can complete the request forms available to you. We will then get the certificate for you to

look at. We ask that you list all the certificates that require help from the staff and present all requests at one time.

Birth volumes 1-A through 1-E, and Military Discharges are not open records.

No copies will be made from a bound book.

Records given for genealogical purposes will be stamped "Not for I.D. Purposes." A limit of 5 copies will be done at the time you are in our office. Any amount over 5 will be mailed to you. Copies will only be made when more than one person is on duty in the office. *Please decide if you need copies before 3:30 P.M., as this is the time we are closing our books for the day.*

Your cooperation is appreciated!!!

Office Hours are 8:00 A.M. - 4:30 P.M.
Monday-Friday