

REGISTER OF DEEDS

Brown County



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GREEN BAY, WISCONSIN 54305-3600

Cheryl Berken
Register of Deeds

To cut expenses and streamline duties, the Register of Deeds office will be moving to a **tag-less recording system**. A tag-less system means the paper document sent in for recording will no longer receive a recording stamp on it and will be electronically returned.

After the document is reviewed and meets all statutory requirements, it is scanned into the Register of Deeds computer system. Our recording software assigns the document number and stamp (as it does now) to the electronic (scanned in) document. Once the document is recorded it will be electronically returned to the submitter. The original paper document (without a recording stamp) will be on file in the Register of Deeds for 30 days following recording. **If you would like the original document back, you will need to send a self-addressed stamped envelope or pick up the document in our office prior to the 30 days.**

This change brings benefits to you as well. Some of those are as follows:

- Very little wait time to get your recorded document back. You will receive an email with the recorded document back shortly after we finish recording and processing.
- These digitized documents will allow you to store them in your electronic system.
- You will be notified of rejected documents the same day we process them.
- The email you receive, after recording, will include a secure link to the recorded document allowing you to print up to 3 copies without paying additional copy fees. This link is valid for 7 days.

What we need from you is simple:

- Please complete the Swift user agreement providing us with an email address to return recorded documents or rejection letters.

Effective January 1st, 2024, if your signed agreement is not returned our office will keep the document on file for you to retrieve within the 30-day window. You will not receive the electronic record until your signed agreement is received.