

## Welcome to the County Clerks Office

An interesting sign hangs outside the door to the Polk County Clerk's office...

It quite simply says:

**INFORMATION**

It seems to require knowing a little something about everything in county government. Much of our office time is spent fulfilling requests for information, while the rest of our time is spent working on the duties specific to the County Clerk Office. Those duties are varied and ever changing. The short answer to what goes on in the Clerk's office is **SERVICE**. Our primary duty is to provide service to the residents of Polk County and service to all the Polk County governmental departments. We cover a host of duties, some mandated by the Wisconsin State Statutes and by policies as set forth by the Polk County Board of Supervisors as well as those which are non-mandated, all in place to serve the residents of Polk County and others who pass through our doors.

One of our primary mandated duties is to provide support services to the County Board. This usually involves record keeping, creating agendas and keeping the public informed thru publications and the county website. Another major mandated duty includes the administration of elections for federal, state, and county offices as well as coordinating election efforts for 36 municipalities and 11 school districts. While the handling of elections has changed significantly over the last several years with the integration of modern technology, every effort is made to insure that elections are run efficiently and smoothly and follow the letter of the law.

The issuing of marriage licenses has been the responsibility of the County Clerks in Wisconsin since 1899. Persons wishing to marry must apply in person at the County Clerks office and complete the application process. Other mandated duties include assisting and coordinating efforts in the collection of dog licenses and providing cutting notices and permits prior to harvesting of forest products..

As public servants, many of the duties we perform are non-mandated functions. They include working as acceptance agents for passport applications and assisting customers with motor vehicle title and license applications.

If you have not visited the County Clerks office lately, we invite you to do so. Friendly, competent staff awaits you.