



***Stephenson County Clerk and Recorder***

Vici R. Otte

***FREEDOM OF INFORMATION ACT***

January 01, 2010

This facility: Stephenson County Administrative Offices (Stewart Centre – 5<sup>th</sup> Floor)

Stephenson County Clerk and Recorder  
50 W. Douglas Street, Suite 500  
Freeport, IL 61032  
(815) 235-8289

- This facility is part of the County of Stephenson and houses the Stephenson County Administrative Offices namely the Chief County Assessment Office, County Clerk and Recorder's Office, and the County Treasurer's Office.
- The Stephenson County Clerk and Recorder's Office has an annual budget of \$444,326.00.
- The Stephenson County Clerk and Recorder's Office employs 5 full and 1 part time employee.
- The functions of this office include, but are not limited to; administering elections in Stephenson County, maintaining voter registration for Stephenson County, calculating tax rates applied to property and collecting delinquent taxes, maintain birth, death and marriage records, commissions for notaries, maintain assumed business filings, maintain statement of economic interest filings, create and maintain County Board minutes, issuing marriage licenses, liquor licenses and raffle licenses, recording, scanning and microfilming all real estate records, documents and plat of subdivision in Stephenson County, as well as processing the county payroll.
- All records regarding this office may be obtained by contacting the Stephenson County Clerk and Recorder's Office, 50 W. Douglas Street, Suite 500, Freeport, Illinois 61032. This Office operates Monday through Friday, 8:30am to 4:30pm CST with the exception of Legal or Court holidays (<http://www.co.stephenson.il.us/support/Holidays-2010.pdf>).

Freedom of Information requests must be made in writing. Requests may be made via mail, special courier, email, or other means as long as it is in writing. Requests should be as detailed as possible to assist in finding the requested information in a timely fashion.

The designated Freedom of Information officers for the Stephenson County Clerk and Recorder's Office are:

V. Otte – County Clerk and Recorder - email: [votte@co.stephenson.il.us](mailto:votte@co.stephenson.il.us)

F. VanMatre – Chief Deputy Clerk – email: [flo@co.stephenson.il.us](mailto:flo@co.stephenson.il.us)