



Stephenson County Clerk and Recorder

Vici R. Otte

FREEDOM OF INFORMATION ACT

January 01, 2021

Stephenson County Clerk and Recorder Offices
Stewart Centre – 5th Floor
50 W. Douglas Street, Suite 500
Freeport, IL 61032
(815) 235-8289

- The Stephenson County Clerk and Recorder's Office has an annual budget of \$551,627.00.
- The Stephenson County Clerk and Recorder's Office employs 5 full time employees.
- 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, raffle and poker run licenses, recording and scanning 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 holidays

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 officer for the Stephenson County Clerk and Recorders Office are:

Vici Otte – County Clerk and Recorder

email: votte@stephensoncountyil.gov or coclerk@stephensoncountyil.gov