

# Juvenile



Juvenile Clerks Meet Up  
March 13, 2024

Kristen Wetzel - CCIP Legal Advisor

## Case Types - Beginning January 2, 2024

JA case type for  
Juvenile Adoptions



AD case type for  
Adult Adoptions



Same Class Code 50601 for JA & AD

# Court Commissioners

Court commissioners may not conduct hearings for adoptions.

§757.69 (1m)(c)



## Eligible Petitioners

The following individuals may file an adoption petition under §48.90 (1):

- a relative of the child by blood or by adoption, excluding parents whose parental rights have been terminated and persons whose relationship to the child is derived through such parents.
- the child's stepparent.
- written approval of the guardian provided with petition.
- proposed adoptive parent with whom the child has been placed under §48.839.

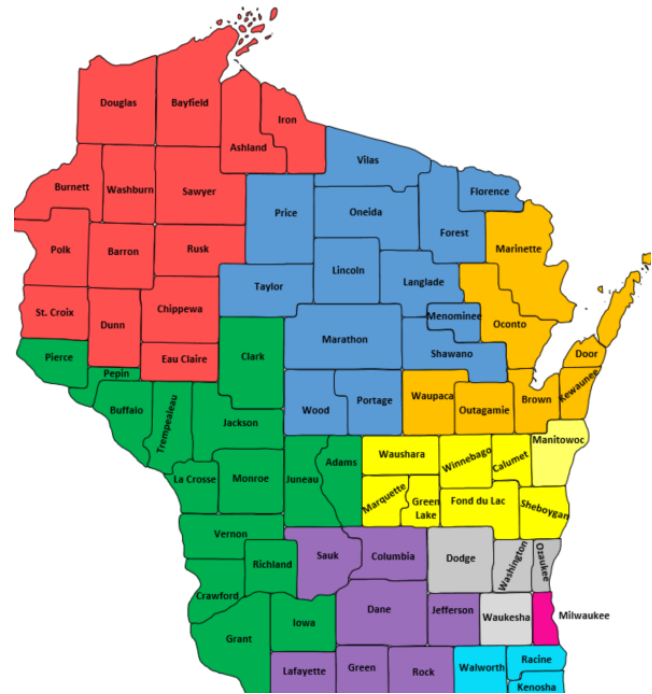
Note: When DCF is the guardian of a child post-TPR, Lutheran Social Services and Children's Wisconsin will assist the pre-adoptive family with the paperwork; however, the pre-adoptive family will file the paperwork or eFile since the adoption petition must be signed.

# Venue

Venue is in the county where:

- the proposed adoptive parent or child resides or
- a petition for TPR was filed or granted.

§48.83 (1)



## Petition for Adoptive Placement ~ JC-1640

- Seeks to place the child with an adoptive placement in private adoption cases
- Filed in the TP case with the TPR petition, not in a new JA case

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY	
IN THE INTEREST OF _____	
Name _____	Petition for Adoptive Placement
Date of Birth _____	Case No. _____

**UNDER OATH, I STATE:**

- ☐ A. The child was born on the date indicated above and resides at \_\_\_\_\_.
- ☐ B. The child is due to be born about \_\_\_\_\_.
- The birth mother \_\_\_\_\_, age \_\_\_\_\_, resides at \_\_\_\_\_.
- The birth father \_\_\_\_\_, age \_\_\_\_\_, resides at \_\_\_\_\_.
- The proposed adoptive Parent 1 \_\_\_\_\_, age \_\_\_\_\_, resides at \_\_\_\_\_.
- The proposed adoptive Parent 2 \_\_\_\_\_, age \_\_\_\_\_, resides at \_\_\_\_\_.
- [Person/agency] \_\_\_\_\_ arranged placement of the child.
- The report of financial, medical and legal arrangements is attached.
- The placement is in a licensed foster home.
- The Petition for Termination of Parental Rights accompanies this Petition.
- ☐ A. The child is not subject to the federal Indian Child Welfare Act.
- ☐ B. The child is subject to the federal Indian Child Welfare Act, and:
  - Indian tribe's name and address: \_\_\_\_\_
  - Indian custodian's name and address: (if applicable) \_\_\_\_\_
  - ☐ Placement has been made in accordance with the order of preference set forth in the Indian Child Welfare Act. **OR**
  - ☐ There is good cause to depart from the order of placement preference in the Indian Child Welfare Act: \_\_\_\_\_
- Is an interpreter needed? ☐ No ☐ Yes Language(s) \_\_\_\_\_ Party Name(s) \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Petitioner's Signature \_\_\_\_\_

PAP

Petition for adoptive placement

# Petition for Minor Child Adoption ~ JC-1645

- This petition begins a Juvenile Adoption (JA) case
- This petition is used for public, private, and step-parent adoptions of a minor child.
- \*There is a separate adult adoption petition

PFA	Petition for adoption
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STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_ COUNTY

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Petition for Minor Child Adoption**

Case No. \_\_\_\_\_

**UNDER OATH:**

I petition the court for an Order for Adoption of this person, and state:

1. I am  
☐ a relative of the child by blood.  
☐ the child's step parent.  
☐ a proposed adoptive parent with whom the child has been placed.  
My address is \_\_\_\_\_  
My telephone number is \_\_\_\_\_
2. The parental rights of Parent 1 (Name) \_\_\_\_\_  
☐ were terminated and a certified copy of the Order Terminating Parental Rights is attached.  
☐ will be terminated on \_\_\_\_\_ in \_\_\_\_\_ court.  
☐ Other: \_\_\_\_\_
3. The parental rights of Parent 2 (Name) \_\_\_\_\_  
☐ were terminated and a certified copy of the Order Terminating Parental Rights is attached.  
☐ will be terminated on \_\_\_\_\_ in \_\_\_\_\_ court.  
☐ Other: \_\_\_\_\_
4. The guardian is \_\_\_\_\_ and the  
☐ consent is attached.  
☐ consent will be provided prior to the hearing.
5. The child has lived in my home since \_\_\_\_\_
6. The adoption is in the best interests of the child.
7. The child's name should be changed to  
(First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_
8. The child ☐ is ☐ is not ☐ may be subject to the federal Indian Child Welfare Act.  
Tribe/address: \_\_\_\_\_
9. Is an interpreter needed? ☐ No ☐ Yes Language(s) \_\_\_\_\_ Party Name(s) \_\_\_\_\_

## Petition for Minor Child Adoption ~ Attachments

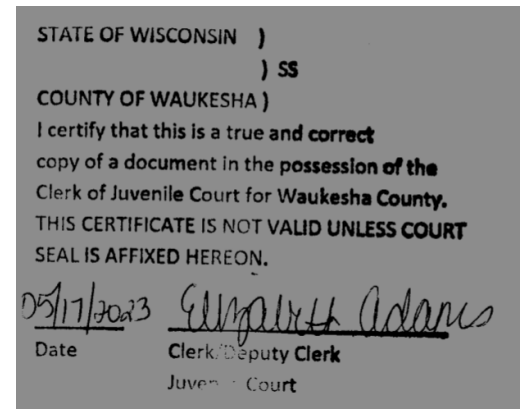
The Petition for Minor Child Adoption (JC-1645) asks about:

- parental rights
  - if terminated, certified copies of the TPR order(s) should be attached to the adoption petition
  - will be terminated on (date) in (county)
- guardian's consent is attached or will be provided prior to the adoption hearing.



# Certified TPR Orders

- Certified TPR orders are typically filed with the adoption petition for private and public adoptions.
- The certified TPR orders may not be filed with the petition for step-parent adoptions if parental rights have not been terminated yet.



CCTPR

Certified copy of TPR order

# Guardian's Recommendation for Adoption

- If the child has a guardian, a recommendation for adoption can be attached and filed with the adoption petition or it can be filed at least 10 days prior to the adoption hearing.
- Public adoption agencies have their own form or use their letterhead.
- Milwaukee DMCPs has their own form.

§48.85 (1)

RCMC

Recommendation

Recommendation for Adoption Sections 48.841, 48.85 and 48.89 09-12-2022 Clerk of Circuit Court Waukesha County 2022JA

STATE OF WISCONSIN, WAUKESHA COUNTY COURT

In the Matter of the Adoption of:

DOB:

RECOMMENDATION OF: ☒ GUARDIAN (SS. 48.841 AND 48.85) ☐ DEPARTMENT (S. 48.89)

by

The State of Wisconsin Department of Children and Families, whose recommendation to the adoption of , hereinafter called the aforesaid, is required by either Sections 48.841 and 48.85 or 48.89, Wisconsin Statutes, hereby recommends that the aforesaid be adopted by said and as prayed for in their petition, and pursuant to the statute in such case made and provided. Made in duplicate at Wauwatosa, Wisconsin, this 12th day of September, 2022 A.D.

STATE OF WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES

Christine Dieball, Adoption Case Worker (Contractor) on behalf of the Adoption Section Division of Safety and Permanence

# Scheduling Adoption Hearing

The court shall schedule an adoption hearing within 90 days of the petition for adoption being filed. §48.88 (1m)

Use the activity code:

ADOH	Adoption Hearing
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## Order for Hearing

If a proposed order is not filed, the court should prepare an Order for Hearing based on the type of adoption filing.

### JC-1641 – Order for Hearing and Investigation (Adoption)

must be used for non-step-parent adoptions.

The court may request the tribal child welfare department of the Indian child's tribe to conduct the investigation.

### JC-1643 – Order for Hearing and Screening (Stepparent Adoption)

must be used for step-parent adoptions.



# Order for Hearing and Investigation (Adoptive Placement/Adoption) ~ JC-1641

POHI	Prop Order for hearing and investigation (adoption)
OHI	Order for hearing and investigation (adoption)

STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_ COUNTY

IN THE MATTER OF THE  
☐ Adoptive Placement of ☐ Adoption of

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Order for Hearing and Investigation  
☐ Adoptive Placement  
☐ Adoption

Case No. \_\_\_\_\_

A Petition for ☐ adoptive placement ☐ adoption has been filed by [Name] \_\_\_\_\_.

**THE COURT ORDERS:**

- Agency name: \_\_\_\_\_  
 Agency address: \_\_\_\_\_  
 Agency phone: \_\_\_\_\_  
 shall conduct an investigation and file a report with the court
  - 5 days prior to the hearing for adoptive placement.
  - 10 days prior to the hearing for adoption.
- The hearing shall be held on [Date] \_\_\_\_\_, at [Time] \_\_\_\_\_, at [Location] \_\_\_\_\_.
- Petitioner shall give notice of the hearing by mailing a copy of this order to interested persons.

If you require reasonable accommodations due to a disability to participate in the court process, please call \_\_\_\_\_ prior to the scheduled court date. Please note that the court does not provide transportation.

Name of Attorney \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Bar Number \_\_\_\_\_

**DISTRIBUTION:**

- Court
- Child - if 12 years old or older
- Child's Guardian ad Litem/Adversary Counsel
- Birth Mother
- Birth Father
- Adoptive Parents
- Parents' Attorney(s)
- Adoption Agency
- Tribal
- Indian Custodian

# Order for Hearing and Screening (Stepparent Adoption) ~ JC-1643

POHS	Prop Order Hearing and Screening- Stepparent Adopt
OHS	Order for hearing and screening (stepparent adopt)

STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_ COUNTY

IN THE MATTER OF THE ADOPTION OF

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Order for Hearing and Screening  
(Stepparent Adoption)

Case No. \_\_\_\_\_

A Petition for adoption of this person has been filed by [Name] \_\_\_\_\_.

**THE COURT ORDERS:**

- Agency name: \_\_\_\_\_  
 Agency address: \_\_\_\_\_  
 Agency phone: \_\_\_\_\_  
 shall conduct a single-interview screening and file a report with the court by [Date] \_\_\_\_\_.
- The hearing shall be held on [Date] \_\_\_\_\_, at [Time] \_\_\_\_\_, at [Location] \_\_\_\_\_.
- Petitioner shall give notice of the hearing by mailing a copy of this order to interested persons.

If you require reasonable accommodations due to a disability to participate in the court process, please call \_\_\_\_\_ prior to the scheduled court date. Please note that the court does not provide transportation.

Name of Attorney \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Bar Number \_\_\_\_\_

**DISTRIBUTION:**

- Court
- Child's Guardian ad Litem
- Stepparent
- Birth Parents
- Parents' Attorney(s)
- Adoption Agency
- Tribal
- Indian Custodian

# Notice

The Order for Hearing will serve as notice of the adoption hearing.  
Some counties will also issue JD-1724 / IW-1724 – Notice of Hearing.

Notice shall be mailed not later than 3 days from the date of the **Order for Hearing and Investigation** to:

- Child - if 12 years old or older,
- Child’s Guardian ad Litem/Adversary Counsel,
- Adoptive Parents,
- Attorney(s),
- Adoption Agency,
- Tribe and Indian Custodian (if applicable)
- §48.88 (1m)

The **Order for Hearing and Screening** shall be provided to:

- Child’s Guardian ad Litem
- Stepparent
- Birth Parent
- Attorney(s)
- Adoption Agency
- Tribe
- Indian Custodian

The Order for Hearing forms state the petitioner shall give notice of the hearing by mailing a copy of this order to interested persons.

## Counsel for the Child

### Guardian ad Litem

The court shall appoint a guardian ad litem for any child who is subject to a contested adoption proceeding.

§ 48.235 (1)(c)

### Adversary Counsel

SPD will appoint if the court makes a referral.

§ 48.23 (3)

JD-1798A	Order Appointing Guardian ad Litem or Attorney (Ch. 48 and 938)	OAG	Order Appointing GAL
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# Investigation or Screening filed before Adoption Hearing

## Public / Private Adoptions Investigation

The adoption investigation report shall be filed at least 10 days before the adoption hearing.  
§48.88 (2)(b)

The statewide DCF form is Adoption Investigation Report to Circuit Court.

Milwaukee's DMCPs form is the Report to the Court on the Adoption Investigation.

## Step-parent Adoptions Screening

The report of the screening shall be filed with the court within 30 days.  
§48.88 (2)(c)

The report may be called the step-parent screening or adoption homestudy summary step-parent adoption. It is typically filed on the adoption agency's letterhead but some private agencies may have their own form.

## Investigation Report

### Adoption Investigation Report to Circuit Court (statewide)

ADOPTION INVESTIGATION REPORT TO CIRCUIT COURT			
REPORT OF INVESTIGATION BY THE WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES, DIVISION OF SAFETY AND PERMANENCE, UNDER THE PROVISION OF SEC. 48.88, WIS. STATUTES			
ADOPTION OF: _____			
ADOPTION BY: _____			
<b>Child Information</b>			
Name - (Last, First, Middle)	Birthdate (mm/dd/yyyy)	Birth Place	
Name to be Changed to: (Last, First, Middle)	Date - Child Placed in Adoptive Home		
<b>Termination of Parental Rights</b>			
Mother	Date - Termination	Terminated By	
Father	Date - Termination	Terminated By	
Health, Adjustment and General Comments			
<input type="checkbox"/> Yes <input type="checkbox"/> No Indian Child Welfare Act Applies			
Comments			
<b>Birth Mother Information</b>			
Name - (Last, First, Middle)	Name - Maiden	Marital Status	
Birthdate (mm/dd/yyyy)	Birth Place	Race	Education
Health and General Comments			
<b>Birth Father Information</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No Paternity established			
Name - (Last, First, Middle)	Birthdate (mm/dd/yyyy)	Birth Place	
Education	Race		
Health and General Comments			
<b>Petitioning Parent 1 Information</b>			
Name - (Last, First, Middle)	Name - Maiden	Marital Status	
Birthdate (mm/dd/yyyy)	Birth Place	Race	Education

### Report to the Court on the Adoption Investigation (Milwaukee)

REPORT TO THE COURT ON THE ADOPTION INVESTIGATION			
In the Matter of Adoption of _____			
By _____			
The _____, Adoption Unit, on behalf of the guardianship agency, the State of Wisconsin, Department of Children and Families, Division of Milwaukee Child Protective Services, submits its investigation into the adoption of _____ by _____, a single parent made under the provisions of Section 48.88 (2)(b) of the Wisconsin Statutes. This investigation establishes the following facts:			
<b>Child Information</b>			
Name - (Last, First, Middle)	Birthdate (mm/dd/yyyy)	Birth Place	
Name to be Changed to: (Last, First, Middle)	Date - Child Placed in Adoptive Home		
Health and General Comments			
<b>Birth Mother Information</b>			
Name - (Last, First, Middle)	Name - Maiden	Marital Status	
Birthdate (mm/dd/yyyy)	Birth Place	Race	Education
Health and General Comments			
<b>Birth Father Information</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No Paternity established			
Name - (Last, First, Middle)	Birthdate (mm/dd/yyyy)	Birth Place	
Education	Race		
Health and General Comments			
<b>Petitioning Mother Information</b>			
Name - (Last, First, Middle)	Name - Maiden	Marital Status	
Birthdate (mm/dd/yyyy)	Birth Place	Race	Education
Name - Employer	Occupation	Start Date (mm/dd/yyyy)	
Health and General Comments			
<input type="checkbox"/> Yes <input type="checkbox"/> N/A Completed required training			
<b>Petitioning Father Information</b>			
Name - (Last, First, Middle)	Marital Status		

AROI

Adoption - report of investigator



# Screening Report

The report may be called the **step-parent screening** or **adoption homestudy summary step-parent adoption**.

It is typically filed on the adoption agency's letterhead but some private agencies may have their own form.



Filed 01-25-2024

Page 1 of 5

**FILED**  
01-25-2024  
Clerk of Circuit Court  
Waukesha County

4465 Milton Ave. Suite 104 • Janesville, WI 53546  
Phone: 608.563.4488 • Fax: 608.563.4492 • www.adoptionave.com

Sometimes great families are built not born.

## SCREENING FOR STEP-PARENT IN-FAMILY ADOPTION COURT REPORT:

CHILD:

DOB:

TO BE KNOWN AS:

ADOPTIVE PARENT:

SPAS

Step-parent adoption screening

# Guardian's Recommendation for Adoption filed before Adoption Hearing

- If the child has a guardian, a recommendation must be filed at least 10 days before the adoption hearing, if not filed with the adoption petition.
- Public adoption agencies have their own form or use their letterhead.
- Milwaukee DMCPs has their own form.

\$48.85 (1)

RCMC

Recommendation

Recommendation for Adoption Sections 48.841, 48.85 and 48.89

09-12-2022  
Clerk of Circuit Court  
Waukesha County  
2022JA

STATE OF WISCONSIN, WAUKESHA COUNTY COURT

In the Matter of the Adoption of:

DOB:

RECOMMENDATION OF: ☒ GUARDIAN (SS. 48.841 and 48.85)  
☐ DEPARTMENT (S. 48.89)

by

The State of Wisconsin Department of Children and Families, whose recommendation to the adoption of [REDACTED] hereinafter called the aforesaid, is required by either Sections 48.841 and 48.85 or 48.89, Wisconsin Statutes, hereby recommends that the aforesaid be adopted by said [REDACTED] and [REDACTED] as prayed for in their petition, and pursuant to the statute in such case made and provided. Made in duplicate at Wauwatosa, Wisconsin, this 12th day of September, 2022 A.D.

STATE OF WISCONSIN  
DEPARTMENT OF CHILDREN AND FAMILIES

Christine Dieball, Adoption Case Worker (Contractor) on behalf of the Adoption Section Division of Safety and Permanence

# Consent to Adoption ~ JC-1646

- JC-1646 may be filed.
- This form can be used for any party to consent to the adoption.
- There is not a statutory procedure requiring when this form must be used.

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY	
IN THE MATTER OF THE ADOPTION OF	
Name _____	<b>Consent to Adoption</b>
Date of Birth _____	Case No. _____
<b>UNDER OATH:</b>	
I consent to this adoption.	
State of _____	▶ _____ Signature
County of _____	
Subscribed and sworn to before me on _____	
Notary Public/Court Official _____	_____
Name Printed or Typed _____	Name Printed or Typed _____
My commission/term expires: _____	_____
<input type="checkbox"/> This notarial act involved the use of communication technology.	_____
_____	Email Address _____ Telephone Number _____
_____	Date _____ State Bar No. (if any) _____

CTAD	Consent to adoption
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## Birth Certificates

- A birth certificate should not be retained or scanned into the court file.
- §69.24 prohibits the copying of a vital record except under the limited circumstances specified in §69.30.
- There is not a statute requiring the birth certificate to be filed with the court in a TPR or adoption proceeding.



# Birth Certificates - If Filed - Option 1

## 2 options regarding birth certificates:

1. If the judge or a party wants the birth certificate filed in the case, it should be sealed on the judge's own motion or the petitioner can file the Motion to Seal or Redact a Court Record (GF-246A).

GF-246A	Motion to Seal or Redact a Court Record	MSD	Motion to Seal Document
GF-246B*	<i>Proposed Order: Order on Motion to Seal or Redact a Court Record</i>	POSD	Prop. Order to Seal Document
GF-246B	Order on Motion to Seal or Redact a Court Record	OSD	Order to Seal Document

# Birth Certificates - If Filed - Option 2

2. The Annotation of Birth Facts Abstracted from Certified Copy of the Birth Certificate form (GF-158) can be used to extract information from the birth certificate.

This form will be filed in the case in lieu of the certified copy of the birth certificate noting important information from the birth certificate.

ABF	Annotation of Birth Facts
-----	---------------------------

STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_ COUNTY

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Annotation of Birth Facts  
Abstracted from Certified  
Copy of the Birth Certificate

Case No. \_\_\_\_\_

It is illegal in the State of Wisconsin to photocopy a vital record and use it as legal proof of birth. This form will be filed in the case in lieu of the certified copy of the birth certificate.

The abstractor should verify the following features of the legal certified copy of the birth certificate. The certified copy of the birth certificate contains all of the following:

☐ Raised Seal of Registrar (not a notary seal on a photocopy)

☐ Signature of Official that Issued Certificate and Date of Issuance

☐ Watermark (chain link which can be seen when held up to the light, issue date 2000 and after)

I abstracted the following information from the certified copy of the birth certificate:

1. (First Name)	(Full Middle Name)	(Last Name)	(Title, e.g. Jr.)
2. Date of Birth (Month, Day, Year)		3. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
4. Name of Mother Listed (First Name)	(Middle Name)	(Last Name)	
5. Name of Father Listed (First Name)	(Middle Name)	(Last Name)	
6. Place of Birth Country <input type="checkbox"/> USA or Specify:		State	City, Village, Town County
7. Certified Copy of Birth Certificate Issued by <input type="checkbox"/> State Registrar Office <input type="checkbox"/> Local Registrar Office: <input type="checkbox"/> U.S. Dept. Of State (FS 240 or DS 1350): <input type="checkbox"/> Other (Foreign Country):			8. Date of Issuance (Month, Day, Year)
9. Date Certified Copy of Birth Certificate Presented to Court (Month, Day, Year)		10. Certified Copy of Birth Certificate Presented by:	

Certification Statement:  
I affirm that, to the best of my knowledge and belief, I accurately abstracted the information listed on this form from a certified copy of the birth certificate presented as proof of identity for the above-listed individual. I returned the certified copy of the birth certificate to the person who presented it.

Signature \_\_\_\_\_

Print or Type Name \_\_\_\_\_

# Adoption Hearing - §48.91

- Adoption hearings can be informal and held in chambers unless an interested person objects.
- The petitioner and a minor 14 or older shall attend the adoption hearing unless the court orders otherwise.
- If the court is satisfied that the necessary consents or recommendations have been filed and the adoption is in the best interests of the child, the court shall make an order granting the adoption.
  - For an Indian child, the court shall comply with the order of placement preference unless the court finds good cause for departing from that order.
- The court may order to change the name of the minor to what is requested by the petitioners.



## Adoption Order ~ JC-1647

Distribute order to:

- Child's Guardian ad Litem/Adversary Counsel
- Child's Guardian
- Adoptive Parent(s)
- Adoptive Parents' Attorney
- Adoption Agency

POFAD	Prop Order on Petition for Adoption
OFAD	Order for adoption

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY	
IN THE MATTER OF THE ADOPTION OF _____	
Name _____	Order on Petition for Minor Child Adoption
Date of Birth _____	Case No. _____

**THE COURT FINDS:**

- The petitioner(s), (Name(s)) \_\_\_\_\_, is/are  
☐ a relative(s).  
☐ a stepparent(s).  
☐ the proposed adoptive parent(s) with whom the minor child was placed.
- The minor child has lived with the petitioner(s) since [Date(s)] \_\_\_\_\_.
- The guardian ☐ does ☐ does not consent to this adoption.
- The recommendation and written report of [Agency] \_\_\_\_\_ was filed.
- The minor child is suitable for adoption. The petitioner is a fit and proper person of reputable standing in the community with the ability to maintain and support this minor child. The adoption is in the best interests of the minor child.
- All legal requirements concerning this ☐ adoption ☐ readoption were met.
- The adoptive parent(s) has requested that the birth certificate not be changed.
- The provisions of the Indian Child Welfare Act do not apply. An inquiry has been made on the record to each participant in this proceeding as to whether the participant knows or has reason to know that the minor child is an Indian child. [For an Indian child, use the Indian Child Welfare Act version (IW-1647).]

**THE COURT ORDERS:**

The Petition for Adoption is  
☐ 1. **GRANTED**.  
☐ A. The name of this minor child shall be changed to \_\_\_\_\_.  
☐ B. The birth certificate for this minor child ☐ shall ☐ shall not be changed.

☐ 2. **DENIED** for the following reason(s): \_\_\_\_\_

**THIS IS A FINAL ORDER FOR THE PURPOSE OF APPEAL.**

**DISTRIBUTION:**

1. Court	4. Adoptive Parent(s)
2. Child's Guardian ad Litem/Adversary Counsel	5. Parent's Attorney(s)
3. Child's Guardian	6. Adoption Agency

**CONFIDENTIAL COURT RECORD**

JC-1647, 09/22 Order on Petition for Minor Child Adoption §48.91 and 48.94, Wisconsin Statutes; 25 U.S.C. §1915.  
This form shall not be modified. It may be supplemented with additional material.

# Adoption Order ~ IW-1647

Distribute order to:

- Child's Guardian ad Litem/Adversary Counsel
- Child's Guardian
- Adoptive Parent(s)
- Parents' Attorney
- Adoption Agency
- Tribe
- Indian Custodian

POMAI	Proposed Order for Minor Child Adoption - ICWA
OMCAI	Order for Minor Child Adoption - ICWA

STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_ COUNTY

IN THE INTEREST OF \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Case No. \_\_\_\_\_

**Order on Petition for Minor Child Adoption  
Indian Child Welfare Act**

**THE COURT FINDS:**

1. The petitioner(s), (Name) \_\_\_\_\_ is  
☐ a relative(s).  
☐ a stepparent(s).  
☐ the proposed adoptive parent(s) with whom the minor child was placed.
2. The minor child has lived with the petitioner(s) since (Date) \_\_\_\_\_.
3. The guardian ☐ does ☐ does not consent to this adoption.
4. The recommendation and written report of (Agency) \_\_\_\_\_ was filed.
5. The minor child is suitable for adoption. The petitioner(s) is/are a fit and proper person of reputable standing in the community with the ability to maintain and support this minor child. The adoption is in the best interests of the minor child.
6. All legal requirements concerning this ☐ adoption ☐ readoption were met.
7. The adoptive parent(s) has requested that the birth certificate not be changed.
8. The child is subject to the federal Indian Child Welfare Act, AND  
☐ placement has been made in accordance with the order of preference set forth in the Indian Child Welfare Act.  
OR  
☐ there is good cause to depart from the order of placement preference in the Indian Child Welfare Act.

**THE COURT ORDERS:**

The Petition for adoption is

☐ 1. **GRANTED.**

☐ A. The birth certificate for this minor child ☐ shall ☐ shall not be changed.

☐ B. The name of this minor child shall be changed to \_\_\_\_\_.

## Disposition Code

- If the adoption petition is granted, enter ADO.
- If the adoption petition is dismissed or denied, enter DIS.

ADO	Adoption Order
DIS	Dismissed





# Report of Adoption ~ State Vital Records Office

- The Report of Adoption must be mailed by the court to the State Vital Records Office where the child was born.
- The Wisconsin Report of Adoption is a DHS form F-05022. Page 1 should be completed by the family and page 2 should be completed by the court.
  - The report can be scanned in or simply enter that the report was sent to Vital Records.
  - A \$40 check from the adoptive parents must be included to pay the filing fee of the Report of Adoption and to request a certified copy of the new birth certificate.
- If the child was born in another state, ask the adoptive parents to provide the birth state's Report of Adoption. The birth state's Report of Adoption should be used and sent to the birth state, not Wisconsin's Vital Records Office.

<b>ROA</b>	<b>Report of Adoption</b>
01-29-2024	Report of adoption Certified Report of Adoption, adoption order, and check #30145 in amount \$49.00 mailed to State of WI Vital Records.

# Wisconsin Report of Adoption ~ WI Vital Records Office

DEPARTMENT OF HEALTH SERVICES  
Division of Public Health  
F-05022 (Rev. 12/14)

**REPORT OF ADOPTION**  
Do not post this form on any website or alter it in any way.

STATE OF WISCONSIN  
Chapter 69.15(1)(b), Wis. Stats.  
Page 1 of 2

If the revision date on this form is over a year old, contact the State Vital Records Office to assure that you are using an acceptable version.

- **THIS IS A TWO-PAGE FORM AND MUST BE PRINTED BACK-TO-BACK.**
- Type or print in **BLACK INK**. Do NOT cross-out, write-over, erase, use correction fluid, or correction tape. If a mistake is made, prepare a new form.
- The clerk of court or deputy shall require the agency or attorney to complete Parts I - IV before the final decree of adoption is entered.
- The clerk of court or deputy completes Part V - VII and insures that the completed, signed and sealed report is sent to the State Registrar.
- If you have questions regarding this form, call 608-267-7166.

**PART I TYPE OF ADOPTION** (Check one) ☐ Stepparent ☐ Single Parent ☐ Two Parent

**PART II CHILD'S NEW NAME AS SET FORTH IN DECREE**

FIRST NAME MIDDLE NAME LAST NAME TITLE (e.g., Jr., I, II)

**PART III INFORMATION ABOUT PARENTS AFTER THE CHILD'S ADOPTION** (If Stepparent Adoption, both parents need to be listed)

**MOTHER OR ONE PARENT ONE**

FULL CURRENT NAME  
First Name Middle Name Current Last Name Title (e.g., Jr., I, II)

FULL BIRTH NAME (As it Appears On Birth Certificate)  
First Name Middle Name Birth Last Name Title (e.g., Jr., I, II)

Birth Date (Month / Day / Year) STATE OF BIRTH (If not in USA, name of Country)

**FATHER OR TWO PARENT TWO**

FULL CURRENT NAME  
First Name Middle Name Current Last Name Title (e.g., Jr., I, II)

FULL BIRTH NAME (As it Appears On Birth Certificate)  
First Name Middle Name Birth Last Name Title (e.g., Jr., I, II)

Birth Date (Month / Day / Year) STATE OF BIRTH (If not in USA, name of Country)

**ADOPTIVE MOTHER OR PARENT ONE'S RESIDENCE AT THE TIME OF THE CHILD'S BIRTH**

State County Name of City, Village, or Township Check one  
☐ City ☐ Township ☐ Village

**VERIFICATION OF ABOVE DATA**

SIGNATURE - Parent One Verifying Above Data SIGNATURE - Parent Two Verifying Above Data

PRESENT COMPLETE MAILING ADDRESS OF ADOPTIVE PARENT(S) (Street Address / City / State / Zip Code) DAYTIME TELEPHONE NUMBER ( )

**PART IV BIRTH INFORMATION NEEDED TO LOCATE THE CURRENT BIRTH CERTIFICATE ON FILE**

CHILD'S FULL BIRTH NAME - First Name Middle Name Birth Last Name (as on birth certificate) Title BIRTH DATE (Month / Day / Year)

SEX (Check one) ☐ Male ☐ Female BIRTHPLACE - City, Village, or Township County State (\* See note at bottom of Pg 2)

BIRTH PARENT'S FULL BIRTH NAME

**PART V COURT DIRECTIVE**

**A New Birth Certificate for this child:**  
☐ is to be created  
☐ should not be created and no changes to the existing record  
☐ should not be created and the existing record is to show the child's name change as follows:

First Name Middle Name Last Name Title (e.g., Jr., I, II)

**REGARDING ADULT ADOPTIONS WITH NAME CHANGE:**  
**A PERSON THAT IS REQUIRED TO REGISTER AS A SEX OFFENDER MAY NOT CHANGE HIS OR HER NAME, Pers. 301.47, Wis Stats. (Class H felony).**

**PART VI AMENDMENT** (Complete this section if an Amendment is needed to the previous Report of Adoption.)

☐ See Part \_\_\_\_\_ of this form.

☐ The following item has been amended from the previous Report of Adoption (must list the same Court Case Number).

Name of Item New Amended Information

**PART VII CERTIFICATION OF CLERK OF COURT OR DEPUTY**

Case Number (MANDATORY) Effective Date of Adoption (Month/Day/Year) Amendment Order ☐ Adoption has been Amended Effective Date of Amendment (Month/Day/Year)

Branch Number County City State

Court Seal Must Be Present I hereby certify that an order has been granted for the adoption of the child identified in Part II above by the parent(s) identified in Part III above

SIGNATURE (Signature of Clerk of Court or Deputy) Date Signed (Month/Day/Year)

COURT SEAL NAME (Typed or Printed) - Clerk of Court or Deputy

**PART VIII FEE AND MAILING INFORMATION** (Complete this section only if this report is to be filed in Wisconsin Vital Records.)

☐ Fee to File this Report of Adoption ..... \$ 20.00  
☐ Fee to file an Amendment to the Report of Adoption ..... \$ 10.00  
☐ One certified copy of the new birth certificate ..... \$ 20.00  
☐ Each additional copy of the new birth certificate issued at the same time as the first copy ..... X \$ 3.00

Make check or money order payable to: **State of Wis. Vital Records** TOTAL

Send this properly completed, signed, sealed form and a check or money order to:  
**State Vital Records Office / ATTN: Adoptions / P.O. Box 309 / Madison, WI 53701-0309**

**SEND CERTIFIED COPY OF NEW BIRTH CERTIFICATE TO:** (Check one if ordering a copy.)  
☐ Adoptive Parents in Part III ☐ Attorney / Agency / Name and Address Below

ADDRESSEE NAME DAYTIME TELEPHONE NUMBER ( )

COMPLETE MAILING ADDRESS - Street Address or P.O. Box City State ZIP Code

# ICWA Adoptions

- Complete IW-1649 - Indian Child Adoptee Information Indian Child Welfare Act
- A certified adoption order and IW-1649 must be sent to the Bureau of Indian Affairs in DC.
  - Bureau of Indian Affairs Chief, Division of Human Services
  - 1849 C Street NW
  - Mail Stop 4513 MIB
  - Washington, DC 20240

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY	
IN THE INTEREST OF	
Name _____	<b>Indian Child Adoptee Information Indian Child Welfare Act</b>
Date of Birth _____	Case No. _____
To: Bureau of Indian Affairs Chief, Division of Human Services 1849 C Street NW Mail Stop 4513 MIB Washington, DC 20240	
The court hereby provides the following information regarding the Indian child adoptee:	
1. Child's Birth Name _____	Child's Name after Adoption _____
2. Birth Father's Name _____	Birth Father's Address _____
Birth Mother's Name _____	Birth Mother's Address _____
3. An affidavit signed by a biological parent asking that his or her identity remain confidential is attached.	
4. Adoptive Parent #1's Name _____	Adoptive Parent #1's Address _____
Adoptive Parent #2's Name _____	Adoptive Parent #2's Address _____
5. Name and contact information for any agency having files or information relating to the adoption: _____	
6. The child is <input type="checkbox"/> a member of the following tribe: _____ OR <input type="checkbox"/> eligible for enrollment in the following tribe: _____ AND the child's biological <input type="checkbox"/> father is a member of the following tribe: _____ <input type="checkbox"/> mother is a member of the following tribe: _____	
7. Additional information relating to Tribal membership or eligibility for Tribal membership of the adopted child: <input type="checkbox"/> See attached	
8. The Order for Adoption is attached.	

ICAI

Indian child adoptee information - ICWA

## Record of Adoption

There is no statutory authority for the court to complete a Record of Adoption form.

You may want to consult with your judge before completing the form.

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Safety and Permanence

### RECORD OF ADOPTION

Name - Child	Name - Petitioners for Adoption
County Circuit Court	Court Number
The Order of Adoption for the above-named Child by the Petitioners was:	
<input type="checkbox"/> Made	Date Completed: _____ (mm/dd/yyyy)
<input type="checkbox"/> Petition Denied	Date Denied: _____ (mm/dd/yyyy)
The Child's name was changed to: First name(s): _____	
Middle name(s): _____	
Last name(s): _____	
SIGNATURE - Clerk of Court _____	
Date Signed (mm/dd/yyyy) _____	

When the court order has been filed, return this form to:

# Foreign Adoptions



## Child born in another country but not adopted

- Within 60 days after the child is brought into Wisconsin from a foreign country for the purpose of adoption, the child's guardian shall file a petition to adopt the child, a petition to terminate parental rights to the child, or both. §48.839 (3)(a)
- The same adoption procedures apply to a child born in another country and adopted in Wisconsin.
  - The child's guardian will file the Petition for Minor Child Adoption (JC-1645).
  - The judge will sign an Order for Hearing and Investigation (Adoptive Placement/Adoption) ~ JC-1641 and schedule an Adoption Hearing within 90 days.

## Registering a Foreign Adoption

- Registration is required for the court to acknowledge the adoption of a child who was born in a foreign jurisdiction, who was not a citizen of the U.S. at the time of birth, the adoption was finalized under the laws of the jurisdiction from which the child was adopted, and the child was admitted to the U.S. with a proper visa issued by the U.S. citizenship and immigration services.
- The parents are not required to readopt the child in Wisconsin. §48.97 (2)(b)

## Registering a Foreign Adoption

- Within 365 days of the child being admitted to the U.S, the parents will file a letter to the court requesting registration of the foreign adoption order and JC-1650 – Petition for Registration of a Foreign Adoption Order. The following will be attached to the petition:
  - Evidence as to the date, place of birth, and parentage of the child
  - A certified or notarized copy of the final order of adoption entered by a court of the foreign jurisdiction and, if that final order is not in English, a certified translation or notarized copy of a certified translation of that final order; and
  - Any other information necessary for the state registrar to prepare a certification of birth data for the child.
- A hearing is not required by statute.

§48.97 (2)(c)

# Registering a Foreign Adoption

## JC-1650

STATE OF WISCONSIN, CIRCUIT COURT, COUNTY

IN THE INTEREST OF

Petition for an Order for  
Registration of a Foreign  
Adoption Order

Name

Date of Birth

Case No.

UNDER OATH:

I/we Petition the court for an Order Registering a Foreign Adoption Order, and state:

1. I/we, [Name(s)] am an adoptive parent of the child.  
My address is:  
My telephone number is:

2. The child was admitted to the United States with an IR-3 or IH-3 visa issued by the U.S. citizenship and immigration services.

3. The child was admitted to the United States on [Date]

4. All of the following requirements have been met:  
A. A home study was completed as required or recognized by this state and the home study recommends me as an adoptive parent;  
B. The required preadoption training has been completed; and  
C. I am receiving and will receive supervision from a licensed child welfare agency in the United States until the court enters an order registering the foreign adoption order and I have satisfied all preadoption training requirements.

5. The following information is attached:  
A. Evidence as to the date, place of birth, and parentage of the child;  
B. A certified or notarized copy of the final order of adoption entered by a court of the foreign jurisdiction and, if that final order is not in English, a certified translation or notarized copy of a certified translation of that final order; and  
C. Any other information necessary for the state registrar to prepare a certification of birth data for the child.

☐ 6. I/we request that the name of the child be changed to  
[First] [Middle] [Last]

State of  
County of  
Subscribed and sworn to before me on  
Notary Public/Court Official  
Name Printed or Typed  
My commission/term expires:  
☐ This notarial act involved the use of communication technology.

Petitioner  
Name Printed or Typed  
Address  
Email Address  
Telephone Number  
Date  
State Bar No. (if any)

## JC-1651

STATE OF WISCONSIN, CIRCUIT COURT, COUNTY

IN THE INTEREST OF

Order Registering a Foreign Adoption Order

a person under the age of 18

Case No.

Date of Birth

THE COURT FINDS:

1. The petitioner(s), [Name(s)] is/are the adoptive parent(s) of the child.

2. The child was admitted to the United States with an IR-3 or IH-3 visa issued by the U.S. citizenship and immigration services.

3. The petitioner(s) submitted a Petition for an Order Registering a Foreign Adoption Order within 365 days of the child being admitted to the United States.

4. The petitioner(s) provided the court with the following information:  
A. evidence as to the date, place of birth, and parentage of the child;  
B. a certified or notarized copy of the final Order of Adoption entered by a court of the foreign jurisdiction and, if that final Order is not in English, a certified translation or notarized copy of a certified translation of that final Order;  
C. a sworn statement or notarized Petition by the petitioner(s) stating:  
1) a home study was completed as required or recognized by this state and the home study recommends the parent as an adoptive parent;  
2) the required preadoption training was completed; and  
3) the adoptive parents is receiving and will receive supervision from a licensed child welfare agency in the United States until the court enters an Order Registering the Foreign Adoption Order and the adoptive parents satisfied all preadoption training requirements;  
D. The name and address of the adoptive parents and the child; and  
E. Any other information necessary for the state registrar to prepare a certification of birth data for the child.

☐ 5. The adoptive parents request the name of the child be changed to  
[First] [Middle] [Last]

THE COURT ORDERS:

1. The request for Registration of the Foreign Adoption Order is granted.

☐ 2. The name of the child shall be changed to  
[First] [Middle] [Last]

THIS IS A FINAL ORDER FOR THE PURPOSE OF APPEAL.

# Registering a Foreign Adoption

Process the petition and order using these events:

JC-1650	Petition for an Order for Registration of a Foreign Adoption Order	PORFA	Petition for order registering foreign adoption
JC-1651*	Proposed Order: Order Registering a Foreign Adoption Order	PRFAO	Prop Order Registering a Foreign Adoption Order
JC-1651	Order Registering a Foreign Adoption Order	ORFA	Order registering foreign adoption



# Registering a Foreign Adoption - Disposition

- If the adoption petition is granted, enter ADO.
- If the adoption petition is dismissed or denied, enter DIS.

<b>ADO</b>	<b>Adoption Order</b>
<b>DIS</b>	<b>Dismissed</b>



## Report of Adoption - Foreign Country ~ State Vital Records Office

- The Report of Adoption for a Child Born in a Foreign Country is a DHS form F-05022F.
  - Parts I-VI should be completed by the family and Parts VII-VIII should be completed by the court.
  - The report can be scanned in or simply enter that the report was sent to Vital Records.
- The court also needs to include a certified copy of JC-1651 – Order Registering a Foreign Adoption Order and copies of the establishment of birth facts documents that were presented to the court.
  - A \$40 check from the adoptive parents must be included to pay the filing fee of the Report of Adoption and to request a certified copy of the new birth certificate.
    - Each additional copy of the Certification of Birth Facts document is \$3.

<b>ROA</b>	<b>Report of Adoption</b>
------------	---------------------------

01-29-2024      Report of adoption  
Certified Report of Adoption, adoption order, and check #30145 in amount \$49.00 mailed to  
State of WI Vital Records.

# Report of Adoption - Foreign Country ~ State Vital Records Office

DEPARTMENT OF HEALTH SERVICES  
Director of Public Health  
F-05022F (Rev. 05/02/21)

STATE OF WISCONSIN  
Wis. Stat. § 89.15(2)(a)  
Page 1 of 2

REPORT OF ADOPTION FOR A CHILD BORN IN A FOREIGN COUNTRY

- Type or print in black ink. No cross-outs, write-overs, erasures, or correction fluid allowed.
- Follow instructions on the reverse side.

CHILD'S  
PERSONAL  
DATA

PART I BIRTH INFORMATION (PRIOR TO THIS ADOPTION)

Child's Full Birth Name - First

Middle Name

Birth Last Name (as on birth record)

Suffix (e.g., Jr., I, II)

Date of Birth (MM/DD/YYYY)

Sex

☐ Male

☐ Female

Birthplace - City, Village, or Town

Country of Birth

PART II TYPE OF ADOPTION (Check one.)

☐ Step-parent

☐ Single Parent

☐ Two Parent

PART III CHILD'S NEW NAME AS SET FORTH IN DECREE

☐ Check this box if the name should not be changed.

First Name

Middle Name

Last Name

Suffix (e.g., Jr., I, II)

PART IV INFORMATION ABOUT PARENTS AFTER THE CHILD'S ADOPTION

PARENT

FULL CURRENT NAME

First Name

Middle Name

Current Last Name

Suffix (e.g., Jr., I, II)

FULL BIRTH NAME (As It Appears On Birth Record)

First Name

Middle Name

Birth Last Name

Suffix (e.g., Jr., I, II)

Date of Birth (MM/DD/YYYY)

State of Birth (if not USA, name of Country)

Country of Residence at Time of Adoption

PARENT

FULL CURRENT NAME

First Name

Middle Name

Current Last Name

Suffix (e.g., Jr., I, II)

FULL BIRTH NAME (As It Appears on Birth Record)

First Name

Middle Name

Birth Last Name

Suffix (e.g., Jr., I, II)

Date of Birth (MM/DD/YYYY)

State of Birth (if not USA, name of Country)

Country of Residence at Time of Adoption

SIGNATURE - Parent Verifying Above Data

SIGNATURE - Parent Verifying Above Data

PART V ESTABLISHMENT OF BIRTH FACTS

Birth facts are established based on:

☐ Birth Registration from Country of Birth

☐ Birth Registration from Country of Birth Listing Adoptive Parents

☐ Medical Certification from Country of Birth

☐ Court Documentation from Country of Birth

PART VI REPORT OF CITIZENSHIP (if applicable)

The following information is transcribed from the Certificate of Citizenship.

Certificate of Citizenship Number

USCIS Registration Number

Date Citizenship Granted by Department Homeland Security (MM/DD/YYYY)

PART VII AMENDMENT (Complete this section if an amendment is needed to a previous Report of Adoption.)

☐ See Part \_\_\_\_\_ of this form. Effective Date of Amendment (MM/DD/YYYY)

PART VIII CERTIFICATION OF CLERK OF COURT OR DEPUTY

☐ Foreign adoption order registered under Wis. Stat. § 48.07(2). Court order is attached.

☐ Adoption granted under Wis. Stat. § 48.839. Court order is attached.

I hereby certify that an order has been granted for the adoption of the child identified in Part III above by the parent(s) identified in Part IV above.

COURT SEAL

Case Number

Effective Date of Order (MM/DD/YYYY)

Branch Number

City

County

State

SIGNATURE - Clerk of Court or Deputy

Date Signed (MM/DD/YYYY)

Court Seal

Must Be Present

Name (typed or printed) - Clerk of Court or Deputy

DEPARTMENT OF HEALTH SERVICES  
F-05022F (Rev. 05/02/21)

Page 2 of 2

PART IX FEE AND MAILING INFORMATION

☐ Fee to file Report of Adoption ..... \$ 20.00

☐ Fee to file an amendment to the Report of Adoption..... \$ 10.00

☐ One certified copy of the new birth record ..... \$ 20.00

☐ Each additional copy of the new birth record ..... X \$ 3.00

Make check or money order payable to: **State of Wis. Vital Records**

Mail this properly completed, signed, sealed form, your check or money order, and supporting documents to:

**State Vital Records Office / ATTN: PSSU / PO Box 309 / Madison, WI 53701-0309**

TOTAL

SEND CERTIFIED COPY OF NEW BIRTH RECORD TO:

Relationship to the Subject of the Record

Name

Email Address

Daytime Telephone Number  
( )

Mailing Address

City

State

ZIP Code

USE OF THIS FORM

- The clerk of court or deputy shall require the agency or attorney to complete Parts I – VI before the final decree of adoption is entered.
- The clerk of court or deputy completes Part VII and VIII and insures that the completed, signed and sealed report is sent to the State Registrar.
- If you have questions regarding this form, call 608-266-1373.

# Adoption Records

**CONFIDENTIAL**

# Adoption Records Request

- Adoption records are governed by §48.93.
- JD-1740 should be used - Request to Disclose Adoption Court Records.
  - The request should be filed in the JA or AD adoption case. If the county does not have an adoption case, it should be filed in a GJ case.

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY	
IN THE ADOPTION OF	<b>Request to Disclose Adoption Court Records</b>
Name _____	Case No. _____
Date of Birth _____	
1. I am requesting adoption court records relating to the child/juvenile. I am interested as a(n): <input type="checkbox"/> adoptee <input type="checkbox"/> adoptive parent <input type="checkbox"/> Department of Children and Families <input type="checkbox"/> Other: _____	
2. The child's birth name prior to the adoption was: _____ The child's adoptive name is: _____	
3. I <input type="checkbox"/> have <input type="checkbox"/> have not contacted the Department of Children and Families (DCF) Adoption Records Search Program. (If the DCF Adoption Records Search Program was contacted, provide the communication between you and DCF.)	
4. I am requesting <input type="checkbox"/> to inspect the following adoption court record: _____ <input type="checkbox"/> a copy of the following adoption court records: _____ <input type="checkbox"/> a certified copy of the following adoption court records: _____	
5. I am requesting the above adoption court records because: _____	
6. Other: _____	
Use JD-1738A or JD-1739A to request to inspect other juvenile court records.	

JD-1740	Request to Disclose Adoption Court Records	RDAR	Request to disclose adoption court records
JD-1741	Order on Request to Disclose Adoption Court Records	ORDAR	Order on req. to disclose adoption court records

# Adoption Records Search Program

- DCF has an Adoption Records Search Program.
- <https://dcf.wisconsin.gov/adoption/search>
- The program is available to adult adoptees, offspring of adult adoptees, adoptees whose birth parent(s) terminated rights when they were minor, adoptive parents, and birth parents.
- \$40 fee for the program is sent to DHS.

## Adoption Records Search Program

The Adoption Record Search Program helps adopted persons get information about themselves and their birth relatives. Persons whose birth parents have *terminated their parental rights\** in Wisconsin can also get information about themselves and their birth relatives.

This information includes:

- Non-identifying social history information
- Medical and genetic information on birth parents and members of their families This includes routine health information and any known hereditary or degenerative disease
- Most recent names and address of birth parents in Department of Children and Family files
- A copy of the impounded birth certificate (the birth certificate on record before the time of adoption)

The Adoptions Records Search Program is available to:

- Adult adoptees
- Offspring of adult adoptees
- Adoptees whose birth parent(s) terminated parental rights when they were minors
- Adoptive parents
- Birth parents

# DCF Access to Adoption Records

## Pre-1982 adoption

- All information must be released by a court order.
- DCF would complete JD-1740 - Request to Disclose Adoption Court Records.
- The judge would determine if good cause exists to disclose the adoption record(s) under § 48.93.

## Post-1982 adoption

(when § 48.427 (6) was created)

DCF is entitled to the following information without a court order:

- 1. The name and date of birth of the child whose birth parent's rights have been terminated.
- 2. The names and current addresses of the child's birth parents, guardian, and legal custodian.
- 3. The medical and genetic information obtained under § 48.422 (9) or 48.425 (1)(am) or (2). *Family History Questionnaire*
- 4. If the court knows or has reason to know that the child is an Indian child, information relating to the child's membership or eligibility for membership in an Indian tribe.

## Adoption Records Retention

### Termination of parental rights and adoption case files.

All documents deposited with the clerk of circuit court, register in probate or clerk of court for juvenile matters in every termination of parental rights and adoption proceeding:  
150 years.

SCR 72.01 (42)

# 150 years

# Public Adoption Guide

This resource provides a high-level summary of the work completed by public adoption agencies post-Termination of Parental Rights (TPR). Each box highlights a component of the case prior to an adoption finalization.

## TPR

The county, excluding Milwaukee county, refers the case to the adoption agency prior to the filing of the TPR.

Child's name, parents' names, and birth dates must be correct or TPR order must be amended before adoption finalization.

## Case Transfer

TPR order transfers case and guardianship of the child to DCF. DCF contracted adoption agencies provide case management and adoption services, not the county agency.

Milwaukee county does not transfer the case. The case remains with the same contracted agency.

## Case Management

Adoption worker provides services and support post-TPR until adoption finalization.

The adoption worker must work with the child to ensure they are prepared for adoption.

## Pre-adoptive Training

First time adoptive parents must complete 25 hours of pre-adoption preparation training.

Topics include: trauma, child abuse & neglect, adoption & impact on parenting, loss & grief, cultural sensitivity, etc.

## Adoptive Resource

If the child is not living with the adoptive resource at TPR, a resource must be found by the adoption agency.

Adoptive resources may not feel prepared for adoption, and need support to move to adoption.

## Home Study

Contracted adoption agencies, not county agencies, complete an adoption home study.

It examines a family's ability and willingness to permanently care for the child throughout their life.

Adoption agencies work with counties to update foster care home studies for adoption.

## Adoption Finalization Preparation

Adoption Assistance eligibility reviewed and agreement finalized with DCF.

Ensure child(ren) and family have information and services in place post-adoption - not all services are available outside of foster care.

## Adoption Hearing

Adoption worker prepares and files court paperwork.

Court will schedule adoption hearing within 90 days of petition filing.

Children's Court Improvement Program in consultation with the Department of Children and Families

February 2021

## Reasons that could delay public adoption finalization:

### A CHANGE IN PLACEMENT POST-TPR:

A relative comes forward to request placement of the child.

The pre-adoptive parents no longer wish to adopt the child.

The identified pre-adoptive parents are not approved for adoption and a new identified permanent resource must be found.

### LEGAL ISSUES:

The Termination of Parental Rights case is appealed by one or both parents.

The TPR case is remanded back to the Circuit Court for further proceedings.

The TPR Dispositional Order must be amended to correct the child's name, the parents' names, or birth dates prior to adoption finalization.

### FAMILY IS NOT READY FOR ADOPTION:

The pre-adoptive parents have not completed adoption requirements, such as paperwork or pre-adoptive training.

The child or family needs additional services or resource prior to adoption finalization.

The child leaves the home for treatment at a residential facility.

The pre-adoptive parents disagree with the adoption assistance rate.

## Adoption Resources

**DCF Adoption Resources:** <https://dcf.wisconsin.gov/adoption>

**Public Adoption Agency Map:** <https://dcf.wisconsin.gov/map/adoption/snap>

**Public Adoption Resources from the Coalition for Children, Youth, and Families:** <https://wiadopt.org/>

**Children's Court Improvement Program E-Learning Module on Adoption:** <https://www.wiccipttraining.com/Modules/All>

**Post-TPR Permanency Hearing Checklist:** <https://www.wiccipttraining.com/Resources>

Children's Court Improvement Program in consultation with the Department of Children and Families

February 2021

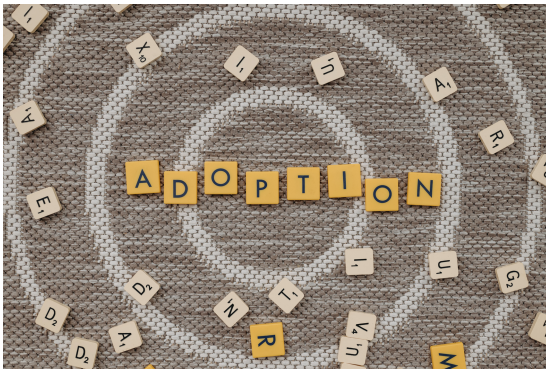


# Adoption Questions

## Minor / Juvenile Adoptions

Kristen Wetzel ~ CCIP Legal Advisor

Kristen.Wetzel@wicourts.gov  
608-264-6905



## Adult Adoptions

Krista Miller ~ Court Ops Legal Advisor

Krista.Miller@wicourts.gov  
608-266-1702