

Agency/Attorney Adoption Guide — Filed by Agency or Attorney

FORMS REQUIRED AT TIME OF FILING TO INITIATE ADOPTION PROCEEDING

- Petition for Adoption (petitioner(s) to sign before a Notary Public) - **#JC-1645**
- Order for Hearing and Investigation - **#JC-1641**
- Certified copy of Order Concerning Termination of Parental Rights
- Certified copy of Order for Adoptive Placement (IF Adoptive Placement was done)
- Report of Adoption (signed by adopting parties) - #F-05022
(DO NOT send the fee for the new birth certificate at the time of filing. The court will collect the fee from you on the day of your adoption hearing and send the "Report of Adoption" to the State of Wisconsin or the appropriate state of the child's birth for the issuance of the child's new birth certificate). The new birth certificate(s) will be sent directly to the adopting parties unless otherwise noted in "Part VIII" of the form.

REQUIRED FORMS TO BE FILED PRIOR TO COURT HEARING

- Order for Adoption - **#JC-1647**
- Agency's Report of Investigation with recommendation (home study) with agency worker's original signature - Due at least 10 days prior to the court hearing pursuant to Sec. 48.85 Wis. Stats.

GENERAL INFORMATION

Agency adoptions, sometimes referred to as "finalizations", must be filed under the child's birth name. As with any agency adoption, all birth information must be kept confidential from the adopting parties by the court, therefore after the "Order for Hearing and Investigation" has been signed by the Judge, a copy will only be sent to the filing attorney and/or the agency. The filing attorney or the agency filing the adoption will be responsible for advising the adopting parties of the date and time of the hearing!

The child must be placed with the adoptive family for no less than 6 months in order to finalize the adoption (by statute) unless the custodial agency gives their written permission prior to the 6 months.

Often the adopting parties may already know the child's birth name, either as a result of a foster care placement or an "open" independent placement. However, in order to remain consistent, this information will not be divulged to the adopting parties by the court. The parties will not receive a copy of the "Order for Adoption" but will be provided with a "certified" letter signed by the Judge with the court's seal affixed stating that the adoption has been finalized. This "certified" letter may be used for whatever purpose the parties may need as proof that the adoption has been completed.