

Checklist Regarding the Wyoming Report of Adoption

- Was the child/person being adopted born in Wyoming?
 - If yes, please continue.
 - If no, please stop and visit <http://www.cdc.gov/nchs/w2w/index.htm> for information on the state where the birth occurred.

- This form should be completed and presented to the Court before the adoption is finalized.

- Did you provide the Child's Full Name that appears on the birth certificate prior to adoption?

- Is the date of birth and place of birth completed?

- Did you provide the Full Name of the Child as it should appear on the birth certificate after adoption? (Part II)

- Are all items on the form completed? Be sure to review the information listed and ensure it is correct and signed by all appropriate parties and **certified** by the Court.

- Forward the original certified Report of Adoption to Vital Statistics Services along with a Certified Copy of the Final Decree, the appropriate fee, and a photocopy of current ID of the requestor. Interlocutory decrees are not acceptable.

State of Wyoming Report of Adoption

Parts I and II of this report should be filled out by the Petitioner or the Attorney for the Petitioner. Part III must be completed and certified by the Clerk of Court. All information stated in the Final Decree and Report of Adoption must be in agreement with the information that is on the original birth certificate. Each Report of Adoption must be accompanied by a certified copy of the Final Decree of Adoption. Certified copies must bear an original signature and raised or multi-colored seal of the Clerk of Court's office. Interlocutory decrees are not acceptable.

If the child was born in Wyoming, mail the completed and certified Report of Adoption, a certified copy of the Final Decree, a filing fee of \$16.00, and a legible photocopy of a state issued identification card of the person signing the Report to Vital Records, Hathaway Building, Cheyenne WY 82002. Additional certified copies are \$8.00 each.

If the child was not born in Wyoming, the address of the Vital Records office for that state can be located by accessing www.cdc.gov/nchs and clicking on the link for where to write for birth records.

Part I – Information to Locate Original Birth Certificate

Name of Child Prior to Adoption _____ Sex _____
First Middle Last

Date of Birth _____ Place of Birth _____ Certificate No. (If Known) _____

Natural Mother's Full Maiden Name _____
First Middle Maiden Surname

Natural Father's/Parent's Full Name _____
First Middle Last

Part II – Information After Adoption

Name established by Decree _____
First Middle Last

Full Maiden Name of Mother/Parent _____ Natural Mother Adoptive Mother/Parent
First Middle Maiden Surname

Date of Birth _____ Place of Birth _____
(State or Foreign Country)

Residence at Time of Child's Birth _____
(Street address) (City) (State) (Zip Code)

Full Maiden Name of Father/Parent _____ Natural Father Adoptive Father/Parent
First Middle Last

Date of Birth _____ Place of Birth _____
(State or Foreign Country)

Signature of Informant _____ Petitioner Attorney for Petitioner

Address _____

Part III – Certification of the Clerk of the Court

In the matter of the adoption of child identified above, Docket Number _____, issued by the _____
_____ Court, County of _____, State of _____

I certify that on the _____ day of _____, 20____ the above mentioned court ordered a Final Decree of Adoption in the case of the child and parents described above. This court further ordered that the name of the child be changed:

From _____ To _____

Authorized Signature of Clerk of Court's Office _____

Raised or
Multi-Colored Seal

Date _____