

Checklist Regarding the Wyoming Report of Adoption

Requirements for the Court:

- A Report of Adoption must be completed for each child prior to petitioning a Wyoming Court for adoption.**
- Was the Child's Full Name, Date of Birth, and Place of Birth as it appears on the birth certificate prior to adoption provided? (Part I)
- Was the Full Name of the Child as it should appear on the birth certificate after adoption provided? (Part II)
- Were all items on the form completed? Be sure to review the information listed and ensure it is correct and signed by all appropriate parties before presenting it to the Court. (Parts I & II)

Requirements for Wyoming Vital Statistics Services:

- Was the child/person being adopted born in Wyoming?
 - If yes, please continue.
 - If the child was not born in Wyoming, please contact the Vital Records office in the state where the child was born. Their information can be located by accessing **www.cdc.gov/nchs** and clicking on the link for where to write for birth records.
- If the child was born in Wyoming, mail the Application, a certified copy of the Report of Adoption*, a certified copy of the Final Decree*, a filing fee of **\$40.00**, and a legible photocopy of a Government issued identification card of the person completing the application to: **Vital Statistics Services**, Attn: Adoptions Specialist, 2300 Capitol Avenue, Hathaway Building, Cheyenne WY 82002. Additional certified copies are \$15.00 each. This fee is paid to Vital Statistics Services, not the court.

*If the Adoption was filed in a Wyoming Court, the Court will forward these documents to Vital Statistics Services.

State of Wyoming Report of Adoption

Parts I and II of this report should be filled out for each child by the Petitioner or the Attorney for the Petitioner prior to petitioning the Court for the Adoption. 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 a raised or multi-colored seal of the Clerk of Court's office. Interlocutory decrees are not acceptable for use as the Final Decree of Adoption.

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) _____
City or County

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, Bar Code# _____

Address _____
(Mailing Address) (City) (State) (Zip Code)

Phone: _____ Email _____

Part III – Certification of the Clerk of the Court

In the matter of the adoption of the 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. The child is now to bear the name:

Authorized Signature of Clerk of Court's Office _____

Raised or
Multi-Colored Seal

Date _____