

## **Checklist for Completing the Wyoming Report of Adoption**

### Requirements for Petitioner:

**A Report of Adoption must be completed for each child prior to petitioning a Wyoming court for adoption.**

Before submitting the Report of Adoption to the court please ensure:

- ☐ The Child's Full Name, Date of Birth, and Place of Birth as it appears on the birth certificate prior to adoption are provided. (Part I)
- ☐ The Full Name of the Child as it should appear on the birth certificate after adoption is provided. (Part II)
- ☐ All items on the form are completed. Review the information listed and ensure it is correct and signed by all appropriate parties.
- ☐ Submit completed Report of Adoption (Parts I & II) to the court in which the adoption is being filed.

### Requirements for Wyoming Clerk of District Court:

- ☐ Verify all items on the form are completed and match the information contained in the Final Decree of Adoption.
- ☐ Complete Part III and forward the Report of Adoption to VSS, along with a certified copy of the Final Decree of Adoption.

### ATTENTION PETITIONER:

In order to process the filing of an adoption FOR A WYOMING BIRTH (including the issuance of an updated birth certificate) Vital Statistics Services requires the following:

- ☐ An original certified copy of the Final Decree of Adoption\*
- ☐ An original certified copy of the Report of Adoption\*
- ☐ A Request for Birth Certificate Following Adoption (form available on our website: <https://health.wyo.gov/admin/vitalstatistics/adoptions/>)
  - Requires a copy of a valid government issued photo identification or attorney bar card
  - Requires a \$55.00 filing fee

Please send these items to:

Vital Statistics Services Attn:  
Adoptions Specialist  
Hathaway Building  
2300 Capitol Avenue  
Cheyenne, WY 82002

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](http://www.cdc.gov/nchs), then clicking on the link for where to write for birth records.

**\*If the adoption was filed in a Wyoming court, the court will forward these documents to Vital Statistics Services.**

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## State of Wyoming Report 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 & State

Natural Mother's Full Name \_\_\_\_\_  
First Middle Last Maiden Surname

Natural Father's/Parent's Full Name \_\_\_\_\_  
First Middle Last Maiden Surname

### Part II – Information After Adoption – This information is required to create a new birth certificate.

Name established by Decree \_\_\_\_\_  
First Middle Last

Full Name of Mother/Parent \_\_\_\_\_ Natural ☐ Adoptive ☐  
First Middle Last 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 Name of Father/Parent \_\_\_\_\_ Natural ☐ Adoptive ☐  
First Middle Last Maiden Surname

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
(State or Foreign Country)

Current Residence of Adoptive Parent(s) \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Signature of Informant \_\_\_\_\_ Petitioner ☐ Attorney for Petitioner ☐

Attorney/Petitioner Printed Name \_\_\_\_\_ Attorney Bar No. \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_