

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 VRS, 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 Records Services requires the following:

- ☐ An original certified copy of the Final Decree of Adoption*
* If the adoption was filed in a Wyoming court, the court will forward these documents to Vital Records Services.
- ☐ 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 Records 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, then clicking on the link for where to write for birth records.

State of Wyoming Report of Adoption

Parts I and II of this form should be completed by the Petitioner or the Attorney for the Petitioner *prior* to petitioning the court for the adoption. Only one child may be listed per form. 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 & 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 _____

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 _____, _____ 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 _____