

## **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.**

# 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 \_\_\_\_\_, 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 \_\_\_\_\_