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## STEPPARENT ADOPTION

POLK COUNTY  
PROBATE OFFICE  
1005 W. Main Street, Suite 500  
Balsam Lake, WI 54810

Hours:  
Monday - Friday  
8:30 AM – 4:30 PM

PHONE: 715-485-9238

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**NOTE:** This guideline is provided only as a public service and is not meant to be legal advice. The Register in Probate office cannot give legal advice or complete the forms for you; please contact an attorney if you have legal questions.

### **TO INITIATE THE STEPPARENT ADOPTION**

**FIRST STEP:** You must have already gone through the process of terminating the biological parent's rights, or be in the process thereof in order to proceed with a stepparent adoption. If the other parent is deceased, the termination process is not required. See "Other Documents to be Filed" below.

Complete and file the following:

JC-1645	Petition for Adoption – Child/Adult
JC-1646	Consent to Adoption
JC-1643	Order for Hearing and Screening. Complete top portion only. The Polk County Department of Human Services will be the agency designated to complete the screening. The hearing date will be inserted by staff once case is assigned to judge and a hearing date scheduled. The hearing must be within 90 days of the filing of the petition.

A copy of the Order for Hearing and Screening will be provided to the petitioner. The petitioner is responsible for serving notice on the agency and any other interested persons. The agency is required to perform a one-time stepparent screening for the court prior to the court hearing. Please cooperate with the agency in order for them to complete the screening report for the court.

**OTHER DOCUMENTS TO BE FILED:** A certified copy of the order of termination of parental rights of the biological parent must be filed with the court prior to the adoption hearing. If there is no termination process because other parent is deceased, a certified copy of the death certificate must be filed.

**FOR THE HEARING:** Complete the following forms:

JC-1647	Order for Adoption
Original	Report of Adoption

### **AFTER HEARING TO COMPLETE PROCESS:**

You will need to meet with the Register in Probate to complete process. In order to notify the state of the adoption and name change for the child, the Report of Adoption must be completed and mailed in to the Vital Records Department. There are fees that must be submitted along with the report. The Register in Probate will advise you as to what the fees will be. You must be prepared to provide a check/money order to cover these fees the day of your hearing. The Report of Adoption cannot be filed without the proper fee. If the Report is not sent in, the State will not be able to record the adoption, and the birth records will not be changed.

To change the records with the Social Security Administration, you will also need a certified copy of the Order for Adoption that is signed by the judge. There will be a \$4.00 fee for the certified copy, and this can be obtained from the Register in Probate. The Social Security Administration will require the certified copy in order to change their records.

**NOTE:** Forms are available on-line at [www.wicourts.gov](http://www.wicourts.gov) under "Juvenile"

Polk County Stepparent Adoption Guide (Rev. 8/07)