

## **Adoption Records Request**

You must complete the Request form giving specific information and reason for the request. You must submit the form to the Probate Office for consideration by the judge. You may bring the form to the probate office in person, or it may be mailed in. You will need to provide a copy of your driver's license or other state issued identification. All adoption records are strictly confidential and can only be released upon court approval and authorization by the judge.

For copies of any record approved for release by the judge, there will be a fee of \$1.00 per page copied. If any document needs to be certified by the court (an official raised court seal is applied to the document along with certification stamp and date certified), there is an added \$3.00 fee for each document certified. Payment by check, money order or cash is required at the time the request is made before copies will be provided.

Please note that court approval for the release of any information from an adoption file may take up to 10 days.

If requesting by mail, please include self-addressed, stamped envelope for return. Please send to:

Register in Probate  
Polk County Justice Center  
1005 West Main Street, Suite 500  
Balsam Lake, WI 54810

*Additional questions? You may call 715-485-9238.*