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## FOREIGN ADOPTION

ST. CROIX COUNTY  
PROBATE OFFICE  
1101 Carmichael Rd  
Hudson WI 54016

Hours:  
Monday - Friday  
8:00 AM – 4:30 PM

Phone: 715-386-4619 or 715-381-4930

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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.

Please read the following carefully to determine which proceeding fits your situation:

Adoption of a child born in a foreign jurisdiction

- The Wisconsin court approves, at a hearing, the adoption of a child who was born in a foreign jurisdiction.
- The child was not a citizen of the United States at the time of birth.
- The child is brought into this state for the purpose of adoption by a resident of the state.

OR

Registration of a foreign adoption

- The Wisconsin court acknowledges the adoption of a child who was born in a foreign jurisdiction and who was not a citizen of the United States at the time of birth.
- The adoption was finalized under the laws of the jurisdiction from which the child was adopted.
- The child was admitted to the United States with a proper visa issued by the U.S. citizenship and immigration services. See #2 on Form JC-1650 referenced below.
- Court hearing not required.

### **ADOPTION OF A CHILD BORN IN A FOREIGN JURISDICTION**

**FILE THE FOLLOWING:**

- ☐ JC-1645 Petition for Minor Child Adoption
- ☐ JC-1646 Consent to Adoption
- ☐ JC-1641 Order for Hearing and Investigation (Adoptive Placement/Adoption).  
Complete top portion. Hearing date information will be completed by probate staff.
- ☐ JC-1647 (proposed) Order on Petition for Minor Child Adoption
- ☐ Original Report of Adoption (Vital Records form)

- A copy of the Order for Hearing and Investigation will be provided to the petitioner.
- Submit the report from the adoption agency and copies of all documents from the foreign jurisdiction.

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### **POST HEARING:**

The Register in Probate office will mail the original completed Report of Adoption, required fee (paid by the petitioner), and copies of any documents from the foreign jurisdiction to the State of Wisconsin Vital Records Office.

## **REGISTRATION OF A FOREIGN ADOPTION**

### **FILE THE FOLLOWING:**

- ☐ JC-1650 Petition for an Order for Registration of a Foreign Adoption Order
- ☐ Letter from the adoptive parent(s) containing:
  - ✓ Evidence as to the date, place of birth, and parentage of the child;
  - ✓ A certified or notarized copy of the final order of adoption entered by a court of the foreign jurisdiction and, if that final order is not in English, a certified translation or notarized copy of a certified translation of that final order; and
  - ✓ Any other information necessary for the vital records office to prepare a certification of birth data for the child.
- ☐ JC-1651 (proposed) Order Registering a Foreign Adoption Order
- ☐ Original Report of Adoption (Vital Records form)

The Register in Probate office will mail the original completed Report of Adoption, required fee (paid by the petitioner), and copies of any documents from the foreign jurisdiction to the State of Wisconsin Vital Records Office.

**FORMS:** additional/duplicate state mandated forms (listed above as “alpha – number”) can be found at: [www.wicourts.gov](http://www.wicourts.gov)