
STEP PARENT ADOPTION

BURNETT COUNTY
PROBATE OFFICE
7410 Cty Rd K, #110
Siren, WI 54872

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

Phone: 715-349-2147, ext. 2453

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 forms carefully and *fill them out completely*.
- The petition for the termination of parental rights of the terminating parent and the stepparent adoption petition are filed simultaneously.

IMPORTANT NOTICE: Petitioner is responsible to contract and arrange for a step-parent screening with an adoption agency licensed to provide the required Single Interview Screening. All costs associated with the screening are the responsibility of the Petitioner. Burnett County does not pay for these services. See the list of agencies on the page attached or at the following link: www.dcf.wisconsin.gov/files/cwlicensing

STEP ONE: FILE THE FOLLOWING DOCUMENTS TO OPEN A STEP PARENT ADOPTION:

- JC-1645 Petition for Adoption – Child/Adult (completed by the Step-parent seeking the Adoption)
 - JC-1646 Consent to Adoption (one to be completed by both the birth parent not terminating their parental rights and the child if over the age of 14 years)
 - JC-1643 Order for Hearing and Screening. Complete top portion including the name, address and phone number for the adoption agency. Hearing date information will be completed by probate staff.
- A copy of the Order for Hearing and Screening will be provided to the petitioner to provide to the agency.

STEP TWO: COMPLETE AND FILE PRIOR TO THE HEARING:

- JC-1647 Order for Adoption
- Original Report of Adoption (available from the Register in Probate office only); use this form if child was born in the State of Wisconsin (include appropriate fee listed on the form).
- Certified copy of the Order Concerning Termination of Parental Rights if it did not take place in Burnett County. If there is no termination process because the biological parent is deceased, a certified copy of the death certificate must be filed.

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POST HEARING:

- Child born in Wisconsin: The Register in Probate office will mail to the State Vital Records Office: the original completed Report of Adoption with the fee paid for by the petitioner.
- If the child was **not** born in Wisconsin, the Register in Probate office will mail a copy of the Order for Adoption and the *original* Report of Adoption to the parents (or their attorney). It will then be the responsibility of the parents (or their attorney) to complete the process to obtain an amended birth certificate from the state of birth.
- **FORMS:** additional/duplicate state mandated forms (listed above) can be found at: www.wicourts.gov

Adoption Agencies Licensed by the State of Wisconsin

The agencies listed offer different programs and service and are located in different areas of the state.

<p>Adoption Avenues □ ○ ❖ ★ = 4465 Milton Avenue, Suite 104 Janesville, WI 53546 (877) 347-7650 608-563-4488 www.adoptionave.com</p>	<p>Adoption Choice Inc. (Glendale) □ ○ ❖ ★ = 500 Silver Spring Drive Suite K235 Glendale, WI 53217 414-276-3262 www.adoptionchoiceinc.org</p>	<p>Adoption Choice Inc. (Green Bay) □ ○ ❖ ★ = 926 Willard Drive, Suite 124 Green Bay, WI 54304 920-499-2787 www.adoptionchoiceinc.org</p>
<p>Adoption Choice Inc (Madison) □ ○ ❖ ★ = 700 Rayovac Drive, Suite 115 Madison, WI 53711 608-244-7805 www.adoptionchoiceinc.org</p>	<p>Adoption Option Wisconsin ! 6306 W. Locust Street Milwaukee, WI 53210 414-828-2549 www.adoptionoptionwi.com</p>	<p>Adoption Services Inc. (Appleton) □ ○ ❖ ★ = 2439 S. Oneida St. Appleton, WI 54915 920-735-6750 www.adoptionsservicesinc.com</p>
<p>Adoption Services Inc. (Glendale) □ ○ ❖ ★ = 5215 N. Ironwood Drive, Ste 201 Glendale, WI 53217 414-332-1800 or 888-686-0443 www.adoptionsservicesinc.com</p>	<p>Bethany Christian Services of Wisconsin (Milwaukee/Waukesha) □ ○ ❖ ★ N14 W23755 Stone Ridge Dr. Suite 265 Waukesha, WI 53188 - 1147 262-547-6557 or 800-238-4269 www.bethany.org/waukesha</p>	<p>Adoptions of Wisconsin, LLC. □ ❖ ★ = 450 S. Yellowstone Dr. Madison, WI 53719 608-821-8220 or 866-236-7894 http://adoptionsofwisconsin.com</p>
<p>Bethany Christian Services of Wisconsin (Fond Du Lac) □ ○ ❖ ★ 101 Wisconsin American Drive Suite 400 Fond du Lac, WI 54937 920-923-6577 or 800-238-4269 www.bethany.org/fond-du-lac</p>	<p>Catholic Charities of the Diocese of La Crosse (Eau Claire) □ ○ ❖ ★ 448 N. Dewey St. Eau Claire, WI 54703 715-832-6644 www.cclse.org</p>	<p>Catholic Charities of the Archdiocese of Milwaukee □ ❖ ★ 2021 N. 60th St Milwaukee, WI 53205 414-771-2881 www.ccmke.org</p>
<p>Catholic Charities Diocese of Green Bay □ ○ ❖ ★ 1825 Riverside Dr. Green Bay, WI 54301 920-272-8234 1-877-500-3580 x8234 www.newcatholiccharities.org</p>	<p>Catholic Charities of the Diocese of La Crosse (Wausau) □ ○ ❖ ★ 540 South 3rd Avenue Wausau, WI 54401 715-849-3311 or 888-212-4357 www.cclse.org</p>	<p>Catholic Charities of the Diocese of La Crosse (La Crosse) □ ○ ❖ ★ 3710 East Avenue South Lacrosse, WI 54601 608-782-0710 or 888-212-4357 www.cclse.org <i>Hague Accredited</i></p>
<p>Catholic Charities of the Diocese of La Crosse (La Crosse Downtown) □ ○ ❖ ★ 413 3rd Street South Lacrosse, WI 54601 608-519-8060 or 888-212-4357 www.cclse.org <i>Hague Accredited</i></p>	<p>EVOLVE Adoption and Family Services (Stillwater, MN) □ ○ ❖ ★ = 5850 Omaha Avenue North Stillwater, MN 55082 651-439-2446 www.evolvedservices.org</p>	<p>Children's Home Society & Family Services of Minnesota ○ = 1231 Pearl Street Prescott, WI 54021 651-646-7771 or 800-952-9302 www.chsfs.org</p>
<p>Evangelical Child and Family Agency □ ○ ★ 1617 S. 124th St. New Berlin, WI 53151 262-789-1881 or 800-686-3232 www.ecfawisc.org</p>	<p>Lutheran Counseling and Family Services □ ○ ❖ ★ 3800 N Mayfair Rd. Wauwatosa, WI 53222 414-536-8333 or 800-291-4513 www.lcfswi.org</p>	<p>Hillcrest Family Services (Platteville) □ ○ ❖ = 5 W. Mineral Street Platteville, WI 53818 563-583-6431 or 877-437-8634 www.hillcrest-fs.org</p>
<p>Holt International □ ○ ❖ = 414 E. Walnut St. Suite 261 Green Bay, WI 54301 920-328-9495 www.holtinternational.org <i>Hague Accredited</i></p>	<p>Key: □ Domestic Infant/Independent Adoptions ○ International Adoption ❖ Relative/Step Parent Adoption ★ Birth Parent Counseling = Accepting LGBT & single parent ! Home Studies ONLY</p>	<p><i>This information is provided by:</i> Coalition for Children, Youth & Families 6682 W Greenfield Ave., Suite 310 Milwaukee, WI 53214 coalitionforcyf.org 414-475-1246 or 800-762-8063</p>

International Adoptions may have adoptive parent age restrictions. Requirements are different for each country.
Hague Accredited listings are based on agencies that are listed at: http://adoption.state.gov/hague_convention.php