

	Milwaukee County REGISTER IN PROBATE	
	Adult Adoptions Procedure Checklist	Revised: 11/07/2013 Page 1 of 1

This checklist is designed to help people who do not have attorneys who are filing in Milwaukee County. Nothing in this document is intended to be taken as legal advice. If you are seeking legal advice, or have questions regarding your specific situation, you should consult with an attorney.

Fees: **\$15.00 Milwaukee County Filing Fee**
 \$20.00 State of Wisconsin Vital Records Filing Fee
 \$4.00 for certified copy of order for adoption (optional)

Jurisdiction: Adult adoptions are filed in the county where the adult seeking to adopt another adult (the "petitioner") resides.

Important Information:

- A name change is not granted in an adult adoption unless a separate name change petition is also filed prior to or in conjunction with the adoption petition. Please see www.milwaukeejusticecenter.com for name change information.
- A change on the birth certificate is not automatic in an adult adoption. It is for the court to decide on a case by case basis. If you are seeking a change on the birth certificate, you should ask for a hearing in front of a judge, rather than the court commissioner.

Steps:

1. Fill out the following forms:
 - a. JC-1645 **Petition for Adoption** – filled out and signed by the adult seeking to adopt another adult ("petitioner").
 - b. JC-1646 **Consent to Adopt** – filled out and signed by petitioner, that person's spouse, if any (even if the spouse is not also seeking to adopt or is the biological parent), and the person seeking to be adopted.
2. File the forms in person in Room 207 and pay the \$15 filing fee. You will be given a court date.
3. Prior to your court date, prepare the following to bring to the hearing:
 - a. JC- 1647 **Order on Petition for Adoption**. Fill out the caption (top portion with name, date of birth, case number) and #9 ONLY. **Original and one copy**.
 - b. **State Report of Adoption form**. Use black ink only. NO whiteouts, cross outs or erasures. Fill out page 1 (Sections I, II, III and IV) COMPLETELY.
 - c. A check or money order for \$20.00 made payable to "State of Wis. Vital Records." No cash.
4. Appear for your hearing. The person seeking to adopt, their spouse, if any, and the person seeking to be adopted must appear in person for the hearing. If you want a certified copy of the order, go to Room 207 following the hearing and pay \$4.00 after the hearing.