

**ICPC ADOPTION REQUEST CHECKLIST**  
**(All Requests Must be Submitted in TRIPLICATE)**

**Adoptive Home Study and Conversion Requests**

- DCF-F-CFS0100A form requesting adoptive home study
- TPR and all other court orders / legal documents on child(ren)
- Complete social / medical / psychological / educational history on child(ren)
- IV-E documentation on child(ren)
- Financial / Medical Plan
- Certification of first time adoptive parents preadoptive training requirements
- Cover letter

**Newborn Adoptive Placement Requests** (WI does not accept UNBORN baby requests.)

- DCF-F-CFS0100A form requesting adoptive placement
- TPR Order (needed if finalizing in WI) or Relinquishment (approved as a "legal risk" placement)
- Family History / Medical / Genetic Questionnaire (form DCF-F-CFS0149) signed by birthparents or explanation if both have not completed this
- Family History Pregnancy and Delivery Information Questionnaire (form DCF-F-CFS0149A)
- Hospital records: discharge summary, medical records
- Social history of birthmother and birthfather
- Birthparents counseling summary
- Report to the court (if WI is sending state)
- Adoptive home study
- Private adoptions only: statement of expenses paid to birthparent(s) by adoptive parents
- Certification of first time adoptive parents preadoptive training requirements
- Other: Any other documentation to meet the requirements of another state
- Overnight courier envelope for the receiving state with postage to contain 2 copies of request
- Send this information via overnight courier ONLY to:

Wisconsin ICPC  
Department of Children and Families  
201 E. Washington Avenue, Rm. E200  
Madison, WI 53703

**Older Children Adoptive Placement Requests**

- DCF-F-CFS0100A form requesting adoptive placement
- TPR Order or Relinquishment (if pending, may approve as "legal risk placement")
- Social history of birthmother and birthfather
- Report to the court
- Current adoptive home study
- Current foster home license
- Documentation of 3 pre-adoptive placement visits (for special needs children only)
- Certification of first time adoptive parents preadoptive training requirements
- Other: Any other documentation to meet the requirements of another state