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
    DCF/DSP – Room F200
    P.O. Box 8916
    Madison, WI  53708-8916

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