



## ADOPTION INFORMATION AND FORMS

Prepared by:

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*All forms can be found online here:*

[http://www.probatect.org/ohioprobatecourts/ohio\\_courts\\_standardforms.html](http://www.probatect.org/ohioprobatecourts/ohio_courts_standardforms.html)

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**FILINGS**

1. Form 18.0: Petition for Adoption of Minor
2. Form 18.1: Judgment Entry Setting Hearing
3. Form 18.2: Notice of Hearing on Petition for Adoption
4. Form 18.3: Consent to Adoption
5. Form 18.4: Judgment Entry Finding Consent Not Required
6. Form 18.5: Interlocutory Order of Adoption
7. Form 18.6: Final Decree of Adoption (After Interlocutory Order)
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9. Form 18.8: Adoption Certificate for Parents
10. Form 18.9: Petitioner's Account
11. Vital Statistics - Certificate of Adoption (HEA 2757)
12. Form 19.0: Petition for Adoption of Adult
13. Form 19.1: Final Order of Adult Adoption
14. Form 19.2: Petition to Recognize Foreign Adoption
15. Form 19.3: Order for Ohio Birth Record for Foreign Born Child

**WHO MAY BE ADOPTED** [R.C. 3107.02]

- A minor, or
- A non-objecting adult if:
  1. totally or permanently disabled
  2. mentally retarded (as defined in R.C. 5123.01)
  3. established child-foster caregiver, kinship caregiver or child-stepparent relationship while a minor and consents
  4. on 18th birthday was in permanent custody or in Planned Permanent Living Arrangement of a children's services agency and consents or
  5. adult is child of spouse of petitioner and consents
    - o Became 18 between filing of petition and court decision and consents in writing.

**WHO MAY ADOPT** [R.C. 3107.03]

- Husband and wife together
- Unmarried adult
- Unmarried minor parent of adoptee or
- Married adult without joining spouse if:
  1. stepparent adoption
  2. legally separated pursuant to R.C. 3103.06 or 3105.11
  3. spouse fails to join because of a prolonged, unexplained absence, unavailability, or other reasonable circumstances.

**VENUE** [R.C. 3107.04]

- Petition for adoption filed in the county where:
  1. adoptee was born or resides
  2. petitioner resides
  3. parent of adoptee resides
  4. petitioner is stationed for military service or
  5. agency having permanent custody is located

**PLACEMENT** [R.C. 5103.15 and 5103.16]

- Persons having custody of child may enter into written agreement with agency certified by Department of Job & Family Services to give custody of child to the agency or may place/receive child for adoption or intent to adopt if all of the following criteria are met:
  1. Parent[s] have applied to and appeared before probate court, where they reside or where person seeking to adopt resides, for approval of placement and signed/filed written statement they are aware of right to contest decree of adoption [R.C. 5103.16(D)(1)]
  2. Court ordered independent home study per R.C. 3107.031 and after completion, court determined placement in best interest of child [R.C. 5103.16(D)(2)]
  3. Court approved of record the proposed placement. [R.C. 5103.16(D)(3)]

4. Suitability of placement of foreign children for adoption determined by probate court; look to compliance with laws of the country in which the child resides and release in accordance with the "Immigration and Nationality Act" 8 U.S.C. 101 (b)(1)(F). [R.C. 5103.16(D)(3)]

*\*Does not apply to adoption by stepparent, grandparent, grandparent's husband or wife, a legal custodian or a guardian.*

#### **INTERSTATE COMPACT** [R.C. 5103.20]

- Form 100A – signed by Compact Director from sending state and receiving state
- Form 100B – report on placement status/compact termination
- Forms can be found at Interstate Compact on the Placement of Children (ICPC) website: [http://glossary.adoption.com/interstate-compact-on-the-placement-of-children-\(icpc\).html](http://glossary.adoption.com/interstate-compact-on-the-placement-of-children-(icpc).html)

#### **PETITION FOR ADOPTION** [R.C. 3107.05]

- Must contain:
  1. date and place of birth of adoptee
  2. name of adoptee, if known
  3. new name to be used
  4. date of placement and name of person placing minor
  5. petitioner's full name, age, place and duration of residence
  6. petitioner's marital status (date and place of marriage)
  7. relationship of petitioner to adoptee, if any
  8. petitioner's resources
  9. account of property of adoptee;
  10. name and address, if known, of the person whose consent is required, but has not consented, and facts explaining lack of consent.
- Must also have certified copy of adoptee's birth certificate and ordinary copy of required consents.

#### **CONSENT REQUIRED BY:** [R.C. 3107.06]

- Mother of the minor;
- Father, if:
  1. minor was conceived while mother and father were married
  2. minor was adopted by father or
  3. paternity was established in a court proceeding
- Putative father of minor if he:
  1. is alleged to be the father [R.C. 3111]
  2. signed birth certificate
  3. made statement before notary public acknowledging child as his
  4. filed an objection with adoption agency prior to placement, or with welfare department or court within 30 days of filing petition
- Any person or agency having permanent custody or court order to consent;
- Minor if more than 12 years old, unless court determines consent is not required.

#### **CONSENT NOT REQUIRED BY:** [R.C. 3107.07]

- Parent who has not communicated with the minor or provided support for 1 year
- Putative father who didn't file objections, is not the father, willfully abandoned or didn't support child, or willfully abandoned the mother during pregnancy
- Parent whose right to consent was relinquished or terminated
- Legal guardian who failed to respond to request for consent within 30 days or who is withholding consent unreasonably
- The spouse of the adoptee if consent cannot be attained because of prolonged unexplained absence, unavailability, incapacity, or circumstances that make it impossible or unreasonably difficult to obtain the consent or refusal of the spouse.

- Does not include all situations under R.C. 3107.07(F) speaks to consent of convicted rapist where adoptee conceived by rape and R.C. 3107.07(J) considers consent of the parent/guardian located in a foreign county.)

### **EXECUTION OF CONSENT** [R.C. 3107.08]

- Consent to adoption may be executed 72 hours after the birth of the minor by:
  1. person to be adopted, in the presence of the court
  2. parent of person to be adopted
  3. executive head or other authorized representative of an agency
  4. any other person, in the presence of the court or an authorized person or
  5. a juvenile court, by appropriate order.

### **WITHDRAWAL OF CONSENT** [R.C. 3107.084]

- Can be withdrawn prior to entry of interlocutory order or final order.
  - Hearing to determine best interest of the child with notice to petitioner, person seeking withdrawal, and placing agency.
- Cannot be withdrawn after entry of interlocutory order or final order.

### **PRELIMINARY ESTIMATES AND FINAL ACCOUNTING** [R.C. 3107.055]

- Petitioners file preliminary estimate not later than the time adoption petition is filed.
- Itemized, attested final accounting of all disbursements made in connection with adoption, including charges of attorney/agency, filed no later than 10 days before final hearing; final decree not issued until at least 10 days after final accounting filed.
- Permissible disbursements found in R.C. 3107.055; court may reduce or prohibit.
- No accounting for stepparent adoptions.

### **HEARING AND NOTICE** [R.C. 3107.11]

- After petition, court sets hearing any time more than 30 days after placement.
- At least 20 days' notice of hearing given to:
  1. anyone whose consent is required but who has not consented
  2. person whose consent is dispensed with but who hasn't consented; and
  3. anyone having temporary or permanent custody of child.

### **ASSESSMENT** [R.C. 3107.12]

- Before court issues final decree or finalizes interlocutory order, assessor must conduct a prefinalization assessment of minor/petitioner; written report at least 20 days before final hearing (stepparent adoption assessment optional).
- Assessment includes:
  1. adjustment to placement
  2. needs of minor and petitioner
  3. physical, mental, and developmental condition of the minor
  4. minor's biological family background
  5. reasons for placement
  6. attitude of minor toward adoption;
  7. if the minor is an Indian Child how placement complies with Indian Child Welfare Act of 1978
  8. psychological history, including prior abuse
  9. if applicable, forms and documents required under R.C. 3107.032, 3107.10, and 3107.101.
  10. Social and medical history of biological parents.

### **HOME STUDY** [R.C. 3107.031]

- Except for foster children in the home for at least 6 months, written report of assessment filed with court at least 10 days before petition for adoption is heard.

- Assessor qualifications under R.C. 3107.014. Must be employed by, appointed by or under contract with a court, public children services agency, private child placing agency or private noncustodial agency. Individual must be a:

1. licensed professional counselor, social worker or marriage and family therapist
2. licensed psychologist
3. student working to earn a four year, post-secondary degree or higher in a social or behavior science, who conducts assessor's duties under the supervision of a licensed professional counselor, social worker, marriage and family therapist, psychologist (as of July 1, 2009, a student is eligible only if the supervising professional counselor, social worker, marriage and family therapist or psychologist has completed training in accordance with rules adopted under R.C. 3107.015)
4. civil service employee engaging in social work without a license under R.C. 4757.
5. former employee of a public children services agency who, while employed, conducted the duties of an assessor.

#### **EFFECT OF FINAL DECREE** [R.C. 3107.15]

- Decree relieves biological or other legal parents of parental rights and responsibilities, except with respect to spouse of petitioner.

#### **APPEAL** [R.C. 3107.16]

- After 1 year, the order cannot be questioned, even for fraud, unless:
  1. petitioner has not taken custody of minor
  2. stepparent adoption would not have been granted but for fraud of the petitioner stepparent or spouse or
  3. in an adult adoption, the adult has no knowledge of the order within a 1-year period.

#### **CERTIFICATE OF ADOPTION** [R.C. 3107.19]

- Clerk or adoptive parents may forward copy of Certificate of Adoption to Bureau of Vital Statistics within 30 days of final order.

#### **RELEASE OF IDENTIFYING INFORMATION**

- Adopted prior to 1964, file an Affidavit of Adopted Person (Form HEA3011) [R.C. 3107.38]
- Adopted 1964 through 1996 [R.C. 3107.38 through 3107.39]
  1. No Petition for release of identifying information may be filed at probate court or Ohio Department of Health (ODH) between March 20, 2014 and March 19, 2015.
  2. From March 20, 2014 to March 19, 2015, the Department of Health will develop a process to transfer previously filed releases to the adoption file.
  3. During this time period, birth parents can complete a Redaction Form, Contact Preference Form, Social/Medical History Form (or a corrected/expanded Social/Medical History Form) and an Application of Release of Adopted Name.
- All forms referenced are available on the ODH website.
  1. Redaction Form allows birth parent to state he/she does not want name released with the adoptee's original birth certificate. Names will be redacted if file is released. Form good for 1 year and must complete updated Social/Medical History Form for Redaction Form to be accepted. [R.C. 3107.391]
  2. Contact Preference Form allows birth parent to state how he/she would like to be contacted if adoption file is released (direct contact; contact through an intermediary; no contact at all). Form is not enforceable — only meant to be advisory. [R.C. 3107.39]
  3. Application for Release of Adopted Name allows biological parents and siblings to ask for child's adopted name.

- Effective March 20, 2015, adoptee 18 or older and any lineal descendants will be able to file an Application for Adoption File and Authorization for Release of Adopted Name.

1. Application for Adoption File
  - a. \$20 filing fee
  - b. 2 forms of identification
  - c. Lineal descendants will have to show lineal relationship between them and the adoptee.
2. Authorization for Release of Adopted Name
  - a. Filed by adoptee, 18 years or older
  - b. Allows ODH to release the adopted name to birth parents or siblings, if they have filed an Application for Release of Adopted Name.

- Request for the adoption file by adoptee or lineal descendants to receive contents of adoption file (final decree of adoption/certificate of adoption; original birth record; any releases previously filed; social/medical history form; contact preference form, if any; redaction form, if any; application for release of adopted name)
- Contact person: Rena Boler; rena.boler@odh.ohio.gov; 614.466.253



Adopted after 1996:

- If adoptee is between ages of 18 and 21, adoptive parent(s) may request adoption file. [R.C. 3107.47]
- If adoptee is 21 or older, the records are open to the adoptee. [R.C. 3107.47]

- o Biological parents/siblings may submit an authorization of release of identifying information and can withdraw release at any time. [R.C. 3107.40 repealed, effective March 20, 2015]
- Adopted after 1996 or if between ages of 18 and 21, adoptive parent may request adoption file. [R.C. 3107.47]
- If adoptee is 21 or older, the records are open to the adoptee. [R.C. 3107.4]

- Regardless of date of adoption, and upon request to the court, the Social/Medical History Form maintained by the court may be inspected by the adoptive parents during the minority of adopted person, or only by the adopted person once he/she reaches the age of majority

**OPEN ADOPTIONS**

- Profiles of prospective adoptive parents may be shown to birth parent. [R.C. 3107.61]
- Does not provide for birth parent to maintain parental authority or control. [R.C. 3107.065(A)(1)]

**REFINALIZATION OF FOREIGN ADOPTION**

[R.C. 3107.18(A) and (B)]

- Child born in foreign country is placed with adoptive parent(s) in this state for purpose of adoption and if adoption was previously finalized in country of child's birth, adoptive parents may file petition in probate court in their county of residence requesting court issue a final decree of adoption or interlocutory order of adoption pursuant to R.C. 3107.14
- Proof of finalization of adoption outside U.S. is prima-facie evidence of consent of parties who are required to give consent even if foreign decree or certificate of adoption was issued with respect to only one of two adoptive parents who seek to adopt child in this state.
- Visa IH-4 or IR-4
- Cases where adoption completed prior to adoptive parents seeing the child, often by use of proxy or power of attorney
- Ohio recognizes the adoption of child, with or without citizenship attaching. Ohio gives full faith and credit to a foreign decree for child legally residing in the state
- Upon completion of adoption, couple must file with Bureau of Citizenship and Immigration Services to obtain citizenship for the child

- IH-4 Visa if child was adopted from a Hague country and the adoption was finalized in the United States or an IR-4 Visa if the child was adopted from a non-Hague country and the adoption was finalized in the United States
- Need all of above information

### **REGISTRATION OF FOREIGN BIRTH RECORD** [R.C. 3107.18(C)]

- Person who has adopted child pursuant to decree or certificate of adoption recognized in this state that was issued outside the U.S. can request the court of county in which person resides to order the department of health to issue a foreign birth record for the adoptive person under R.C. 3705.12(A)(4)
  - Court may specify change of name for child and if physician recommended a revision of birth date, a revised birth date
  - Court shall send to department of health: order and copy of foreign adoption decree or certificate of adoption and, if not in English, a certified translation
- Visa IH-3 or IR-3
- Each adoptive parent personally observed child prior to adoption finalization and child is less than 16 years old
- Child becomes citizen upon going through customs in U.S. airport
- IH-3 Visa if child was adopted from a Hague country and the adoption was finalized in that country or an IR-3 Visa if the child was adopted from a non-Hague country and the adoption was finalized in that country
- Foreign Adoption Decree Translation
- Foreign Birth Certificate Translation
- Documentation regarding immigration status

*\*See [www.USCIS.gov](http://www.USCIS.gov) (US Citizenship & Immigration Services).*

### **PUTATIVE FATHER REGISTRY** [R.C. 3107.064]

- Court shall not issue final decree or finalize interlocutory order unless, pursuant to R.C. 3107.063, a certified document from the Ohio Department of Job & Family Services is filed, which must be dated 31 or more days after date of minor's birth.
- This document not required if any of following apply:
  1. Mother was married at time minor was conceived or born
  2. Parent placing minor for adoption previously adopted the minor
  3. Prior to date petition is filed, a man has been determined to have a parent and child relationship with minor by court pursuant to R.C. 3111.01 to 3111.18, by court proceeding in another state, administrative agency proceeding pursuant to R.C. 3111.38 to 3111.54, or administrative agency proceeding in another state
  4. Minor's father acknowledged paternity of minor or
  5. Public children services agency has permanent custody of minor pursuant to R.C. 2151 or R.C. 5103.15(B) after both parents lost or surrendered parental rights, privileges and responsibilities over minor.

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

ADOPTION OF \_\_\_\_\_, JUDGE

CASE NO. \_\_\_\_\_  
(Name after adoption)

**PETITION FOR ADOPTION OF MINOR**  
[R.C. 3107.05]

The undersigned petitions to adopt \_\_\_\_\_  
a minor, and to change the name of the minor to \_\_\_\_\_

The petitioner states the following: **PETITIONER**

Full Name: \_\_\_\_\_ Age \_\_\_\_\_

Full Name: \_\_\_\_\_ Age \_\_\_\_\_

Place of Residence: \_\_\_\_\_  
Street Address

City or Village or Township if unincorporated area \_\_\_\_\_ County \_\_\_\_\_

Post Office \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Duration of residence \_\_\_\_\_

Marital Status: \_\_\_\_\_ Date and Place of Marriage: \_\_\_\_\_

Relationship \_\_\_\_\_ of \_\_\_\_\_ Minor \_\_\_\_\_ to \_\_\_\_\_ Petitioner: \_\_\_\_\_

The petitioner has facilities and resources suitable to provide for the nurture and care of the minor and it is the desire of the petitioner to establish the relationship of parent and child with the minor.

**MINOR TO BE ADOPTED**

Birth Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Property and Value: \_\_\_\_\_

The minor is living in the home of the petitioner, and was placed therein for adoption on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

The minor is not living in the home of the petitioner, and resides at \_\_\_\_\_

The minor will be an adopted person as defined in R.C. 3107.39;

The minor will be an adopted person as defined in R.C. 3107.45;

A certified copy of the birth certificate of the minor is filed with this petition or is not available due to the following:

\_\_\_\_\_  
\_\_\_\_\_

A Preliminary Estimate Accounting (Form 18.9), if required, is filed with this petition.

CASE NO. \_\_\_\_\_

The minor is in the permanent custody of \_\_\_\_\_  
whose address is \_\_\_\_\_

The guardian ad litem during the permanent custody proceedings was \_\_\_\_\_  
whose address is \_\_\_\_\_

The attorney representing the minor during the permanent custody proceedings was \_\_\_\_\_  
whose address is \_\_\_\_\_

**PERSONS OR AGENCIES WHOSE CONSENT TO THE ADOPTION IS REQUIRED**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age, if minor \_\_\_\_\_  
Address: \_\_\_\_\_  Consent  
filed

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age, if minor \_\_\_\_\_  
Address: \_\_\_\_\_  Consent filed

\_\_\_\_\_, the agency has permanent  
custody of the minor filed under, \_\_\_\_\_  Consent filed  
Court - County Case No.

**PERSONS WHOSE CONSENT TO THE ADOPTION IS NOT REQUIRED**

No person has timely registered pursuant to R.C. 3107.062 as a putative father of the minor born on or after January 1, 1997. Attached is Ohio Department of Human Services Form 1697.

A The consent of \_\_\_\_\_  
Name Address Relationship

B The consent of \_\_\_\_\_  
Name Address Relationship

is/are not required because:

- A B
- The parent has failed without justifiable cause to provide more than de minimis contact with the minor for a period of at least one year immediately preceding the filing of the adoption petition or the placement of the minor in the home of the petitioner.
  - The parent has failed without justifiable cause to provide for the maintenance and support of the minor as required by law or judicial decree for a period of at least one year immediately preceding the filing of the adoption petition or the placement of the minor in the home of the petitioner.
  - State other grounds under R.C. 3107.07 (includes putative father of the minor born before January 1, 1997.)

\_\_\_\_\_  
\_\_\_\_\_

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Attorney for Petitioner

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Phone Number (include area code)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Attorney Registration No. \_\_\_\_\_

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Phone Number (include area code)

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**JUDGMENT ENTRY  
SETTING HEARING AND ORDERING NOTICE**  
[R.C. 3107.11]

On the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_ filed a petition to adopt \_\_\_\_\_

and to change the name of the minor to \_\_\_\_\_

It is ordered that the Petition For Adoption will be heard on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ .M., and that notice shall be given as required by law.

\_\_\_\_\_  
Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO  
\_\_\_\_\_, JUDGE

ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**NOTICE OF HEARING ON PETITION FOR ADOPTION**

Notice must be served not less than 20 days before the date of the hearing  
[R.C. 3107.11]

To: \_\_\_\_\_  
(Give Names and Addresses)

You are hereby notified that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, filed in this Court a Petition for Adoption of \_\_\_\_\_, a minor, whose date of birth is \_\_\_\_\_, and for change of the name of the minor to \_\_\_\_\_. This Court, located at \_\_\_\_\_ will hear the petition on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_ M.

It is alleged in the petition, pursuant to R.C. 3107.07, that the consent of \_\_\_\_\_ is not required due to the following: (Name)

- That person is a parent who has failed without justifiable cause to provide more than de minimis contact with the minor for a period of at least one year immediately preceding the filing of the adoption petition or the placement of the minor in the home of the petitioner.
- That person is a parent who has failed without justifiable cause to provide for the maintenance and support of the minor as required by law or judicial decree for a period of at least one year immediately preceding the filing of the adoption petition or the placement of the minor in the home of the petitioner.
- State other grounds under R.C. 3107.07 (includes putative father of the minor born prior to January 1, 1997).

**"A FINAL DECREE OF ADOPTION, IF GRANTED, WILL RELIEVE YOU OF ALL PARENTAL RIGHTS AND RESPONSIBILITIES, INCLUDING THE RIGHT TO CONTACT THE MINOR, AND, EXCEPT WITH RESPECT TO A SPOUSE OF THE ADOPTION PETITIONER AND RELATIVES OF THAT SPOUSE, TERMINATE ALL LEGAL RELATIONSHIPS BETWEEN THE MINOR AND YOU AND THE MINOR'S OTHER RELATIVES, SO THAT THE MINOR THEREAFTER IS A STRANGER TO YOU AND THE MINOR'S FORMER RELATIVES FOR ALL PURPOSES. IF YOU WISH TO CONTEST THE ADOPTION, YOU MUST FILE AN OBJECTION TO THE PETITION WITHIN FOURTEEN DAYS AFTER PROOF OF SERVICE OF NOTICE OF THE FILING OF THE PETITION AND OF THE TIME AND PLACE OF HEARING IS GIVEN TO YOU. IF YOU WISH TO CONTEST THE ADOPTION, YOU MUST ALSO APPEAR AT THE HEARING. A FINAL DECREE OF ADOPTION MAY BE ENTERED IF YOU FAIL TO FILE AN OBJECTION TO THE ADOPTION PETITION OR APPEAR AT THE HEARING."**

\_\_\_\_\_, Probate Judge  
By: \_\_\_\_\_  
Deputy Clerk

CASE NO. \_\_\_\_\_

The State of Ohio, \_\_\_\_\_ Probate Court

I hereby certify that I caused a copy of the within notice to be mailed, by certified mail, to the last known address of

At \_\_\_\_\_

\_\_\_\_\_

At \_\_\_\_\_

\_\_\_\_\_, Probate Judge

By: \_\_\_\_\_  
Deputy Clerk

**RETURN**

\_\_\_\_\_, County, Ohio  
\_\_\_\_\_, 20\_\_

Received this writ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ o'clock \_\_\_\_ M.,  
and on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, I served the same by delivering a true copy thereof  
personally to \_\_\_\_\_

**FEES**

Service and return, 1st name, \$ \_\_\_\_\_  
\_\_\_\_ Additional names, at \$ \_\_\_\_\_  
\_\_\_\_ Miles traveled, at \$ \_\_\_\_\_  
\_\_\_\_\_  
Total \$ \_\_\_\_\_

\_\_\_\_\_  
Sheriff  
\_\_\_\_\_  
Deputy Sheriff  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

**CONSENT TO ADOPTION**

[R.C. 3107.06, 3107.08 & 3107.081]

The undersigned \_\_\_\_\_

[check one of the following seven capacities by which your consent is given]

- Mother
- Father
- Putative father who has registered under R.C. 3107.062 (for a minor born on or after January 1997)
- Putative father (for a minor born before January 1, 1997)
- Agency having permanent custody
- Minor, who is more than twelve years of age (this consent must be executed in the presence of the Court)
- Other \_\_\_\_\_

hereby waives notice of the hearing on the Petition For Adoption to be filed in the court, and consents

to the adoption of \_\_\_\_\_

(Name before adoption)

as proposed in the petition.

The undersigned further states that this consent is voluntarily executed irrespective of disclosure of the name or other identification of the prospective adopting parents.

\_\_\_\_\_

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Person authorized pursuant to R.C. Chapter 3107  
to take this acknowledgement

\_\_\_\_\_  
Title

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO  
\_\_\_\_\_, JUDGE

ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**JUDGMENT ENTRY FINDING CONSENT NOT REQUIRED**  
[R.C. 3107.07]

The Court finds all parties properly before the Court by waiver of notice or by proper service and after hearing the testimony of witnesses, and the evidence, finds that the consent of \_\_\_\_\_ is not required because;

That person is a parent who has failed without justifiable cause to provide more than de minimis contact with the minor for a period of at least one year immediately preceding the filing of the adoption petition or the placement of the minor in the home of the petitioner.

That person is a parent who has failed without justifiable cause to provide for the maintenance and support of the minor as required by law or judicial decree for a period of at least one year immediately preceding the filing of the adoption petition or the placement of the minor in the home of the petitioner.

State other grounds under R.C. 3107.07 (includes putative father of the minor born prior to January 1, 1997).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is ordered that the consent of the above-named person is not required.

\_\_\_\_\_, Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

**INTERLOCUTORY ORDER OF ADOPTION**

[R.C. 3107.14]

This day this matter came on to be heard on the petition of \_\_\_\_\_  
\_\_\_\_\_ for the adoption and change of name of the  
minor being adopted.

The Court finds that notice has been given to all parties in interest; that all consents have been filed herein or have been found not required; that the allegations in the petition are true; that the minor has been lawfully placed in the home of the petitioner; that the minor has resided for a period of \_\_\_\_\_ in the home of the petitioner in accordance with the laws relating to the placement of children; that the best interests of the minor will be promoted by the adoption and that the accountings, as required, have been filed, reviewed and approved.

It is therefore ordered that an Interlocutory Order of Adoption is granted, and this cause is continued until the minor has lived in the home of the petitioner for at least six months from the date of this Order.

It is further ordered that the assessor shall make and file a further assessment on or before \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**FINAL DECREE OF ADOPTION**  
(After Interlocutory Order)  
[R.C. 3107.14]

The Court finds that the minor has now lived in the home of the petitioner, \_\_\_\_\_  
\_\_\_\_\_ for at least six  
months from the date of the Interlocutory Order; that a further report of the assessor has been  
filed and is approved; that the adoption is in the best interest of the minor being adopted; that  
the accountings, as required, have been filed, reviewed and approved; and that the minor is  
an adopted person as defined in Section  3107.39 or  3107.45 of the Revised Code.

It is therefore ordered that the Petition for Adoption is granted, and that the name of  
the minor is changed to \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

**FINAL DECREE OF ADOPTION**  
**(Without Interlocutory Order)**  
[R.C. 3107.13, 3107.14 & 3107.19]

This day this matter came on to be heard on the petition of \_\_\_\_\_  
\_\_\_\_\_ for the adoption and change of  
name of the minor being adopted.

The Court finds that notice has been given to all parties; that all consents have been filed or have been found not required; that the allegations in the petition are true; that the minor has been lawfully placed in the home of the petitioner; that the minor has lived in the home of the petitioner for six months as required by law; that a report of the assessor has been filed and is approved; that the adoption is in the best interest of the minor being adopted; that the accountings, as required, have been filed, reviewed and approved, and that the minor is an adopted person as defined in Section  3107.39 or  3107.45 of the Revised Code.

It is therefore ordered that the Petition for Adoption is granted, and that the name of the minor is changed to \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

## ADOPTION CERTIFICATE FOR PARENTS

This is to certify, that in an action pending in this Court, on a petition filed by \_\_\_\_\_  
\_\_\_\_\_ to adopt \_\_\_\_\_  
a minor, satisfactory evidence was submitted to prove, and the Court found, that the minor was born on the \_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ and that all necessary proceedings relative to an adoption were complied with; and the Court on the \_\_\_\_\_ day of \_\_\_\_\_, decreed that the minor is legally adopted by \_\_\_\_\_ and the minor's name is changed to \_\_\_\_\_ in the records of the Court.

WITNESS my signature and seal of said Court,  
this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_

Probate Judge  
By: \_\_\_\_\_  
Deputy Clerk

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

ADOPTION OF \_\_\_\_\_  
 (Name after adoption)

CASE NO. \_\_\_\_\_

**PETITIONER'S ACCOUNT**  
 [R.C. 3107.055]

PRELIMINARY ESTIMATE ACCOUNTING  
 (To be filed not later than date petition filed)

FINAL ACCOUNTING  
 (To be filed not later than 10 days prior to date of final hearing)

This accounting specifies all disbursements of anything of value the petitioner, a person on the petitioner's behalf, and the agency or attorney made and has agreed to make in connection with the minor's permanent surrender under division (B) of Section 5103.15 of the Revised Code, placement under Section 5103.16 of the Revised Code, and adoption under Chapter 3107. (Attach extra sheets if necessary)

DATE	NAME AND ADDRESS	DISBURSEMENTS MADE OR AGREED TO BE MADE	ACTUAL COSTS
	PHYSICIAN		
	HOSPITAL/MEDICAL FACILITY		
	ATTORNEY		
	ACTUAL COST TO THE ATTORNEY		
	AGENCY		
	ACTUAL COST TO THE AGENCY		
	MAINTENANCE AND MEDICAL CARE REQUIRED UNDER R.C. 5103.15		
	EXPENSES PURSUANT TO R.C. 3107.055(C)(9)		
	FOSTER CARE		
	GUARDIAN AD LITEM		
	COURT COSTS		
	ALL OTHER DISBURSEMENTS		
	TOTAL		

CASE NO. \_\_\_\_\_

[Reverse of Form 18.9]

## CERTIFICATION OF PETITIONER'S ACCOUNT

The undersigned certifies this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that this accounting is true and accurate.

\_\_\_\_\_  
Attorney or Agency

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State

\_\_\_\_\_  
Telephone Number (include area code)

The petitioner has reviewed this accounting and attests to its accuracy this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Petitioner

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

**PETITION FOR ADOPTION OF ADULT**

The undersigned respectfully petitions the Court for permission to adopt \_\_\_\_\_, an adult, and to have the adult's name changed to \_\_\_\_\_

Petitioner says (s)he may adopt the adult because the adult

- ( ) is totally and permanently disabled.
- ( ) is determined to be a mentally retarded person.
- ( ) has established a child-foster parent or child-stepparent relationship with the petitioner as a minor.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number (include area code)

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number (include area code)

**ENTRY**

This cause is set for hearing on the \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_m.

\_\_\_\_\_

Probate Judge

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

## FINAL ORDER OF ADOPTION OF ADULT

This day this cause came on to be heard on the petition of \_\_\_\_\_

\_\_\_\_\_ to adopt \_\_\_\_\_

\_\_\_\_\_, an adult, and on the evidence.

On consideration thereof the Court finds R.C. 3107.02(B) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ and that the adoption should be granted.

It is ordered that the name of the adopted adult be changed to \_\_\_\_\_

\_\_\_\_\_

It is therefore ordered that a final decree of adoption be, and the same is hereby entered herein.

It is further ordered that at the time a Certificate of Adoption, certified by the Court, be forwarded to the State Department of Health, Division of Vital Statistics at \_\_\_\_\_

It is further ordered that a copy of this decree be forwarded to the Ohio State Department of Human Services for statistical purposes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

INFORMATION PROVIDED ON THIS FORM IS  
TO BE USED TO ESTABLISH A NEW CERTIFICATE  
OF BIRTH FOR THE ADOPTED CHILD.

Ohio Department of Health  
VITAL STATISTICS  
CERTIFICATE OF ADOPTION

State Use Only
Original SFN _____
Amended SFN _____
Envelope # _____
AFS # _____

**CHILD'S PERSONAL DATA**

1. Name of Child BEFORE Adoption	2. Date of Birth (Month, Day, Year)	3. Sex	4. Place of Birth (City, County, State or Foreign Country)
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**Child's Name After Adoption**

First Name	Middle Name	Last Name
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**ADOPTIVE PARENT(S)' PERSONAL DATA**

The following information provided below will be used to create the new birth record. List information as it existed on child's date of birth.

Choose One: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parent	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Choose One: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Parent	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Current First Name	Current First Name	Current Middle Name	Current Middle Name
Current Last Name	Current Last Name	Last Name Prior to First Marriage	Last Name Prior to First Marriage
Date of Birth (Month, Day, Year)	Birth Place (State or Foreign Country)	Date of Birth (Month, Day, Year)	Birth Place (State or Foreign Country)
Parent(s) Residence at Time of Child's Birth (Number and Street)			
City	County	State	Zip Code
			Inside City Limits (Yes or No)

**Other Required Information (From the Original Birth Certificate)**

**Foreign Adoptions Only (from the Original Birth Certificate)**

Attendant's Name (M.D, D.O, C.N.M, Other Midwife)	Time of Birth
Mailing Address (Number, Street, City, County, State, Zip Code)	Hospital/Birthing Facility
Registrar's Name	Registrar's Name & Date Filed by Registrar (Month, Day, Year)
Date Filed by Registrar (Month, Day, Year)	Attendant's Name (M.D, D.O, C.N.M, Other Midwife) & Date Signed

Parent(s) Current Mailing Address	Street	City or Village	State	Zip Code
Attorney's Name and Address	Street	City or Village	State	Zip Code

**CERTIFICATION**

Probate Court, \_\_\_\_\_ County, Ohio

I hereby certify that the child named above was adopted on \_\_\_\_\_ (Date)

by \_\_\_\_\_ (Name(s) of Petitioner(s))

as set forth in the final decree of adoption, Case No., \_\_\_\_\_

Date \_\_\_\_\_

Probate Judge \_\_\_\_\_

Deputy Clerk \_\_\_\_\_



**PROBATE COURT OF MONROE COUNTY, OHIO**

**IN THE MATTER OF THE ADOPTION OF**

\_\_\_\_\_

**CASE NO.** \_\_\_\_\_

**REQUEST FOR APPOINTMENT OF ASSESSOR**

Now come the Petitioner(s) herein and request the appointment of the following Assessor in the within matter:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Attorney

PROBATE COURT OF MONROE COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF

\_\_\_\_\_ CASE NO. \_\_\_\_\_

ENTRY APPOINTING ASSESSOR

The Court appoints \_\_\_\_\_  
as the Assessor to conduct a home study in this matter as required by law.

The Assessor shall submit to the Court a written report of the home study at least ten (10) days prior to the date of hearing. The report shall contain the Assessor's opinion as to whether the petitioner(s) is/are suitable to adopt a minor child.

The costs of the home study and other proceedings shall be paid by the petitioner(s) seeking to adopt.

Upon request, the Assessor shall provide the petitioner(s) seeking to adopt a copy of the report of the home study. The Assessor shall delete from that copy any provisions concerning the opinion of other persons, excluding the assessor, of the petitioner(s) suitability to adopt a minor.

\_\_\_\_\_  
JAMES W. PETERS, JUDGE

cc: (Assessor)  
(Attorney for Petitioner(s))

# CORRECTION OF BIRTH RECORD

## Application, Finding and Order for Correction of Birth Record

Case Number \_\_\_\_\_

In the Probate Court of \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
 appeared \_\_\_\_\_ praying that his/her birth record be corrected in accordance with Section  
 3705.15 of the revised code as followed:

<b>Information recorded in this box should match information currently listed on the Birth Record.</b>			
<b>Child's Information</b>			
Full Name of Child		Date of Birth	Place of Birth (city and county)
<b>Information of Parent(s) currently listed on the Birth Record</b>			
Parent's Name		Parent's Name	
Place of Birth	Date of Birth	Place of Birth	Date of Birth

### ITEMS TO BE CORRECTED OR ADDED

ITEM \_\_\_\_\_ READS AS \_\_\_\_\_ SHOULD READ \_\_\_\_\_

ITEM \_\_\_\_\_ READS AS \_\_\_\_\_ SHOULD READ \_\_\_\_\_

ITEM \_\_\_\_\_ READS AS \_\_\_\_\_ SHOULD READ \_\_\_\_\_

ITEM \_\_\_\_\_ READS AS \_\_\_\_\_ SHOULD READ \_\_\_\_\_

The undersigned being first duly sworn, says the facts stated in the foregoing Application are true as he/she verily believes and prays that the Court order the registration of birth.

\_\_\_\_\_  
 Registrant of Applicant

\_\_\_\_\_  
 Address

Sworn to before me and signed in my presence by the applicant or registrant aforesaid this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
 Official Character

**Journal Entry**

The court on consideration of the aforesaid evidence submitted finds and orders that notice of hearing be dispensed with and the birth record of registrant be corrected in accordance with the facts hereinabove set forth; and that a certified copy of the order of the Court be forthwith transmitted to the Director of Health, at Columbus, Ohio as provided by law.

\_\_\_\_\_  
 Probate Judge

I hereby certify the above is a true copy of the application and entry in the foregoing matter.

(SEAL)

By \_\_\_\_\_  
 Magistrate, Judge or Deputy Clerk

**Supporting Affidavits**

**In the Matter of the Correction of Birth Record of**

State of Ohio, \_\_\_\_\_ Affidavit of Physician

The undersigned, being first duly sworn, deposes and says that he was the physician in attendance at the birth of \_\_\_\_\_ the applicant and that the facts stated herein are true as he/she verily believes.

\_\_\_\_\_  
(Name of Applicant at Birth)

\_\_\_\_\_  
(Attending Physician)

\_\_\_\_\_  
(Address)

Sworn to before me and signed in my presence by the said \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Official Title)

**NOTE: If the affidavit of the attending physician cannot be secured, the application must be supported by the following affidavit, relative or non-relative, having personal knowledge of the facts.**

.....  
State of Ohio, \_\_\_\_\_ Affidavit

The undersigned, being first duly sworn, deposes and says that he/she is \_\_\_\_\_ years of age, that he/she has read the application and that he/she has personal knowledge of the facts stated therein by reason of being \_\_\_\_\_  
(state relationship, if any, or state facts showing personal knowledge)  
and that the statements made in the application are true as he/she verily believes.

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Address)

Sworn to before me and signed in my presence by the said \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Official Title)

.....  
State of Ohio, \_\_\_\_\_ Affidavit

The undersigned, being first duly sworn, deposes and says that he/she is \_\_\_\_\_ years of age, that he/she has read the application and that he/she has personal knowledge of the facts stated therein by reason of being \_\_\_\_\_  
(state relationship, if any, or state facts showing personal knowledge)  
and that the statements made in the application are true as he/she verily believes.

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Address)

Sworn to before me and signed in my presence by the said \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Official Title)