

ADOPTION REQUIREMENTS – AGENCY (Dept. Human Services, etc.):

Attorney or Petitioners file 1-4 (1 & 4 must be TYPED):

1. Petition for Adoption of Minor Child – Form 18.0
2. Filing fee is \$155.00
3. Information sheet to create new birth record (HEA 2757)
4. Final Petitioner's Account – Form 18.9

Agency files 5-12 :

5. One Original Consent to adoption – agency having permanent custody of minor signs consent
6. Home study – must be done within two years (Court will get copy - agency keeps original). The following must be attached to Home Study pursuant ORC 3107.031 & 3107.032 and OAC 5101:2-48-12 (if original home study was done prior to two years, agency will have done an Update on Form 1385).
 - a. Medical Statement for Foster Care/Adoptive Applicant and all Household Members (ODJFS 1653), including child to be adopted. Completed every four years
 - b. Four personal reference statements – dated around time of original home study, will not be updated. Titled now as “*Perspective Adoptive or Foster Parents Reference Fact Sheet*”.
 - c. Fire inspection by a state certified fire safety inspector or state fire marshal's office and Safety Audit of a Family Foster Home (ODJFS 1348) Completed every four years
 - d. Financial Statement (ODJFS 1681)
 - e. Record check results from BCI-dated around time of original home study, will not be updated
 - f. Water test – Completed every year
7. Update to Home Study (ODJFS Form 1385) is used if initial home study needs to be updated. Agency keeps the original - court will get copy of 1385. (Done if 1673 is over two years old)
8. Social and Medical History (ODJFS Form 1616). Note ***This form is completed with biological parents. If child was adopted once before, this form is not updated as the information comes directly from genetic biological parent.
9. Prefinalization (ODJFS 1699) – court needs signed original
10. Child Specific Information form now being used by local HCDJFS in 2011. Child Study Inventory is the old form and other agencies may still head information that way– {Note **this form is completed only in agency adoptions as they have permanent custody} (Probate Crt. receives the overview short form) – court needs original (agency may also provide Addendum & that will not be an original)
11. Certified copy of child's birth certificate
12. Form ODJFS 1693 Ohio Law and Adoption Materials – this form is only needed when there is a “permanent surrender” signed by biological parents (Court gets copy)
13. Copy of Ohio Putative Father Registry Certification (filed if applicable)
14. Assessor will complete Central Registry Check
15. If applicable, Multiple Children/Large Family Assessment (ODJFS Form 1530). NOTE: This form is done when the number of children in the home plus the number of children the family is approved to adopt equals five or more.

Probate Court prepares 16-21 :

- ****16. Court sets petition for FINAL ADOPTION hearing; effective 2/7/08 must be set 20 days after Prefinalization-Form 1699 is filed by department
17. Clerk prepares Consent for Minor if child is 12 years or older
18. Request for Notification (ODJFS 1679) prepared.
19. Adoption Certificate for Parents - Form 18.8 prepared.
20. Sealed Final Decree prepared.
21. Statement of Adopted Person prepared. Form HEA 2757 prepared and sent to Vital Statistics.