

REQUIREMENTS FOR LEGAL CUSTODY ADOPTIONS

1. Provide Probate Court with certified copy of “**Legal Custody Order**” from Huron County Juvenile Court or other court of jurisdiction.
2. Certified copy of child’s birth certificate
3. The filing fee is **\$150.00**. There may be additional fees depending on how the case progresses. If any adoption assessment over and above the initial home study is needed, there may be additional fees.
4. Typed and signed original Petition – Form 18.0
5. Information Sheet for New Birth Record – (Certificate of Adoption -Form HEA2757)
6. **Assessment and Consent of Biological Parent(s)** - Pursuant to ORC 3107.082(A), an Adoption Assessor will complete the Ohio Law & Adoption Materials ODJFS Form 1693 and Social and Medical History ODJFS Form 1616 with the birth parent(s). The Assessor must meet with biological parent(s) in person. This meeting takes place at least seventy-two (72) hours before the parent(s) execute their consent to the adoption. Pursuant to ORC 3107.081, biological parent(s) must execute this consent in open court unless they are not Ohio residents. Parent(s) who reside outside Ohio may sign consent forms in front of a notary, and the consent must then be filed with the Probate Court. The initial deposit for the Assessment fee, if necessary, is \$500.00 per birth parent.
7. **Home Study** – The Court will require that the adoption assessor complete the Home Study ODJFS Form 1673 prior to the formal hearing on the best interest and the Pre-Finalization ODJFS Form 1699 prior to the adoption being finalized. The adoption assessor will work with the petitioner(s) and petitioner(s)’ attorney to get the attachments to the home study. Any fees associated with obtaining the attachments to the home study will be the responsibility of the petitioner(s).
8. The following will be attached to the full home study ODJFS Form 1673:
 - a. ODJFS Form 1653 – Medical Statement for petitioner(s) and all household members, including child who is to be adopted, completed every 4 years. The adoptee’s medical statement must also have page two completed.
 - b. Four reference letters - dated around time of the Petition and/or Full Home Study
 - c. ODJFS Form 1348 – Fire inspection by a state certified fire safety inspector or state fire marshal’s office and Safety Audit of a Family Foster Home completed every four years
 - d. ODJFS Form 1681 – Financial Statement of petitioner(s)
 - e. BCI record check – dated around time of original home study
 - f. Water test – completed every year (not applicable if city water or a cooperative such as NORW)
 - g. If applicable, Multiple Children/Large Family Assessment JFS 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.
9. Petitioner(s) to complete Central Registry Check – Adoption Assessor will supply instructions on how to complete this document once the Petition for Adoption is filed.
10. Consent by minor - if child is 12 years or older (to be executed in open court).
11. ODJFS Form 1385 is used if adoptive parents have a full home study and the original home study needs to be updated. If Agency prepared, they would keep original and Court would get copy.
12. Effective January 1, 1997, the petitioner(s) are required to request a search of the Putative Father Registry if the biological father is unknown.
13. Petitioner(s) must be married for six months before the Petition to Adopt can be filed.
14. **For Court use only:** Probate Clerk will prepare Final Decree. Notice to be issued to Child Support Enforcement Agency. After 30-day appeal time has passed, clerk will mail the Certificate of Adoption (Form 2757) and Statement of Adopted Person to Vital Statistics. Adoption Certificate for Parents (Form 18.8) and Final JE with seal prepared. Request for Notification (ODJFS 1679) prepared if Social and Medical History (ODJFS Form 1616) has been filed. Original 18.8 is given to adoptive parents. Copy of Social & Medical History (ODJFS Form 1616), if one was filed, made for parents.