Check off sheet for Step-Parent Adoption - Huron County Probate Court

	REQUIREMENT LIST	Check off Column
1	Filing Fee $150.00 paid	
2	Typed and Signed Petition	
3	Signed Consent from biological mother	
4	Signed Consent from biological father	
5	Certified copy of child's birth certificate	
6	Information Sheet for New Birth Record {Form HEA 2757}	
7	Medical Statement Form JFS 1653 on all household members - including child being adopted - dated within last 6 months – Adoptee's and Petitioner's medical statement must also have page two completed.	
8	Financial Statement - ODJFS 01681	
9	Reference letter on Probate Form from clergyman, if no clergyman one additional letter is required - dated within last 6 months	
10	Reference letter on Probate Form from employer - dated within last 6 months	
11	Four Reference letters on Probate Form from others (not relatives) - dated within last 6 months	
12	Certified copy of Marriage Record	
13	Certified copy of all divorce decrees (e.g. if divorced three times need copies of all)	
14	Proof of death if either biological parent deceased – certified copy of death certificate	
15	Putative Father Registry Certification if biological father is unknown	
16	BCI fingerprint report from petitioner and any household member 18 years or older - valid for one year from date of Record Check	
17	**For Clerks only -** Consent by minor - if child is 12 years or older (to be executed in open court)	
18	**For Clerks only -** Initial home study completed- Form ODJFS 1698	
19	**For Clerks only -** Final home study completed - Form ODJFS 1698	
20	**For Clerks only -** copies given to adoption assessor	
21	**For Clerks only -** if no consent from parent & court issued notice - make sure certified mail has been perfected	
22	**For Clerks only** – Gold Seal Final Judgment Entry prepared	
23	**For Clerks only -** Form 18.8 - Adoption Certificate for Parents prepared	
24	**For Clerks only -** Statement of Adopted Person & Form 2757 prepared	
25	**For Clerks only –** Notice issued to Child Support Enforcement Agency	
	(Last Updated: 3/20/25	