

PRIVATE AGENCY ADOPTION

I. PETITION FOR ADOPTION

A. Attorney provides:

- * Petition for Adoption (Form 18.0) using full, legal names, no initials and pays court costs.
- * Preliminary Account (Form 18.9)
- * Request For Info RE: Paternity Establishment Form completed by Central Paternity Registry dated 15 or more days after the minor's birth. Fax information must be legible or a certification from the attorney will be required. Corresponding document required.
- * Putative Father Registry Certification dated 16 or more days after the minor's birth
- * Affidavit setting forth the circumstances surrounding the service of a pre-birth notice to be submitted to court if applicable
- * If a pre-birth notice is served to putative father the court will not accept the Putative Father Certification unless the date on the document is 16 days or more after the date the pre-birth notice was served

B. Agency provides:

- * Consent (Form 18.3) signed by executive director of agency
- * Home study (JFS Form 1673) with criminal background check done within the last year
- * Social Medical History (JFS Form 1616)
- * Ohio Law & Adoption Materials (JFS Form 1693)
- * Copy of Permanent Surrender
- * ODH Vital Statistics, Certificate of Adoption (Form HEA 2757) w/original or cert. copy of child's birth certificate

II. FINAL HEARING

- A. After receiving all of the above documents, hearing is scheduled for 6 months after placement of child in home
- B. Petitioners and child must appear
- C. Atty files Final Account (Form 18.9) at least 10 days before date of final hearing
- D. Agency files Prefinalization Adoption Report (JFS Form 1699) at least 10 days before date of final hearing
- E. Court provides:
 - * Notice of final hearing to atty and agency (Form 20.11A)
 - * Adoption Certificate for Agency (Form 20.19A)
 - * Request for Notification (Form 20.16)
 - * Final Decree of Adoption (Form 18.7)
 - * Adoption Certificate for Parents (if applicable)
- F. Court forwards documents to State BVS for new birth certificate
- G. Petitioner to wait at least 30 days after the final hearing to order the new birth certificate, following the instructions provided in the packet at the final hearing.