

## **Instructions**

### **Public Agency Adoptions**

#### **Requirements**

An agency adoption is filed when a public agency (children's services) has been granted permanent custody of the minor through a Juvenile Court proceeding or the biological parents voluntarily surrender all parental rights to a private agency. The agency attorney and assessor will do the reports necessary for approval of the adoptive parents, and for placement of the child in the home and the prefinalization report. The Petition for Adoption may be filed in the county of the agency having permanent custody, the county in which the petitioners reside, or the county in which the child was born (R.C. 3107.04).

**The Adoptee and the Petitioner(s) must be present at the hearing (R.C. 3107.14)**

**All documents must be completed with the full names of all parties and must be typed, single-sided, and not stapled together. Original signatures are required.**

#### **Initial filings**

- ☐ Certified copy of birth certificate
- ☐ Petition for Adoption (form 18.0)
- ☐ Preliminary Petitioner's Account (form 18.9) \*if marked as a preliminary then final due 10 days prior to hearing.
- ☐ Request for Notification (JFS form 01679)
- ☐ Certificate of Adoption Vital Statistics (HEA form 2757)  
\*\*If the child was born in a different state, it is the Petitioner's responsibility to contact the state in which the child was born and determine whether Vital Statistics in that state will accept this form. If not, it is the Petitioner's responsibility to obtain the necessary forms and complete them. The correct forms must be filed with this initial filing. If the Ohio form is submitted with the initial filing, our Court will assume that the Petitioner has determined it to be acceptable, and will proceed accordingly.
- ☐ Certified copy of Journal Entry from Juvenile Court Divesting Parental Rights & granting Agency permanent custody to agency.
- ☐ Certified copy of Permanent Surrender (JFS 1666)
- ☐ Social and Medical History of birth parents (JFS 1616)
- ☐ Putative Father Registry Certification (if applicable)
- ☐ Disclosure Statement for birth parents or letter from Agency Assessor stating not available (JFS 1693)
- ☐ Adoption Placement Agreement
- ☐ Assessment for placement (home study) completed by qualified assessor including:
  - Child Abuse Registry within one year of filing
  - Criminal Background (BCI/FBI) within one year of filing
- ☐ If out of state agency placing child in Ohio, or child is placed out of state (from Ohio), need Interstate Compact Approval for Placement (form 100-A)

#### **Later filings – if not filed with above, must be filed at least 10 days prior to the hearing.**

- ☐ Consent form Agency dated within 6mo. Of filing date (form 18.3)
- ☐ Prefinalization Adoption Assessment Report (ODHS 1699) w/Verification of Assessor Certification (ODHS 1680)
- ☐ Final Petitioner's Account, if not already filed

The hearing will be scheduled 6 months from placement of child with petitioners. Notices will be sent to the petitioners, the attorney and the agency director and the assessor.