Ohio Department of Job and Family Services

**PERMANENT SURRENDER OF CHILD**

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| --- |
| I,       am       years old and am the Parent/Guardian of       |
|  full name child’s nameborn on       in      ,      ,       |
|  date of birth city of birth county of birth state of birthwho currently lives at       sign this permanent surrender |
|  parent’s street address/city /stateas the child’s [ ]  mother, [ ]  father, [ ]  putative father, [ ]  guardian, and hereby request       |
| agency nameto take permanent custody and control of the child. I am unable to care for said child for the following reasons: |
|        |
|        |
| The Assessor has provided the following counseling and discussed alternatives to the surrender:       |
|        |
| Date on which this was provided:       Name of Assessor:       |
| I agree and understand that under Ohio law, signing this document means:1. All my rights as a parent to the child named above will end. This includes, but is not limited to, all rights to visitation, communication, support,religious affiliation and the right to consent to the child’s adoption.2. The Agency shall have permanent custody of the child and shall have the right to place the child in any adoptive home or other substitute caresettings it finds in the child’s best interest (Ohio Revised Code Sections 3107.01 and 3107.06). |
| This permanent surrender was taken at       [ ]  AM [ ]  PM, on the       of      , 20       in |
|  time day month yearthe following location:       |
| I have read this permanent surrender, or it was read to me before I signed it. I was given the opportunity to ask questions concerning this permanent surrender and those questions were fully answered to my satisfaction. I understand and agree to the terms of this permanent surrender of my child. I am signing this permanent surrender of my child voluntarily and at least 72 hours after the birth of the child. |
| Witness | Date | Signature of Parent/Guardian | Date |
| By my signature below, I       by virtue of my authority as       of      , |
|  agency representative’s name agency representative’s title agency namewhich is an agency duly authorized pursuant to Ohio Revised Code Sections 5103.03 and 5153.16, to accept permanent custody of |
| children by surrender, hereby accept permanent custody of       from       |
| child’s name parent’s name |
| Witness | Date | Signature of Authorized Agency Representative | Date |
| Under Ohio law, Ohio Revised Code Section 5103.15(B), approval of the juvenile court is required if this agreement is entered into by a public childrenservice agency or is executed by a private child placing agency for a child six months of age or older.By my signature, below, I hereby approve the transfer of permanent custody of (child’s name)      by the child’s parent/guardian to the (agency name)      I find that continuation in the home is contrary to the best interest of the child and that the placement is in the best interest of the child. |
| Name of Court | Signature of Judge | Date |
| This has been duly recorded on page number       of volume number       of the records of this court. |

Instructions for Completion of ODJFS FORM 01666

Enter all information as indicated on the form. These instructions are meant to assist you in gathering and entering the pertinent information to insure the proper execution of a permanent surrender.

|  |  |  |
| --- | --- | --- |
| Full name | Enter the full name of the parent/guardian who | Time |
|  | is making the permanent surrender. |  |
| Age | Enter the age of the parent/guardian who is | Day |
|  | making the permanent surrender. |  |
| Child’s name | Enter the full name of the child being | Month |
|  | surrendered. |  |
| Date of birth | Enter the child’s date of birth. | Year |
| City of birth | Enter the city in which the child was born. | Location |
| County of birth | Enter the county in which the child was born. | Signatures |

Enter the time the permanent surrender was signed by the parent/guardian.

Enter the day the permanent surrender was signed by the parent/guardian.

Enter the month the permanent surrender was signed by the parent/guardian.

Enter the year the permanent surrender was signed by the parent/guardian.

Enter the location the permanent surrender was signed by the parent/guardian.

Each parent/guardian who is a party to the surrender is required to sign and date the surrender document in the presence of a witness. The signature of the witness is required.

State of birth Enter the state in which the child was born. Agency Enter the name of the agency representative.

representative name

Agency Enter the appropriate title of the agency

Enter the address of the current residence of the parent/guardian.

Enter the city of residence of the parent/guardian.

Parent’s street address

City

representative title representative.

Agency name Enter the full name of the agency accepting the permanent surrender.

|  |  |  |
| --- | --- | --- |
| State | Enter the state of residence of theparent/guardian.(NOTE: Check the appropriate categories to identify the legal relationships of theparent/guardian to the child being surrendered.) | Child’s name Enter the full name of the child being surrendered.Parent’s name Enter the full name of the parent/guardian who is signing the permanent surrender. |

Agency name Enter the full name of the agency accepting the Signature The agency representative signs the permanent

permanent surrender. surrender in the presence of a witness, who also signs the document. It is dated by both at the time of signatures.

(NOTE: Enter the reasons for the permanent surrender. Be clear and concise.)

(NOTE: Identify counseling services, alternative placements discussed, and date(s) of the discussions(s) prior to the permanent

surrender.)

COURT APPROVAL OF THE “PERMANENT SURRENDER OF CHILD” FORM

All agreements for permanent surrender involving a public children services agency must be approved by the juvenile court. In addition, children who are six months of age or older, and who are surrendered to private child placing agencies, must be approved by the court. When private child placing agencies accept permanent surrender of a child less than six months of age, for the sole purpose of adoption, approval of the court is not required.

The agency must file a request with the court for approval of the “PERMANENT SURRENDER OF CHILD” form. When an agency requests approval of a permanent surrender, a case plan must accompany the request.