

STEP PARENT ADOPTIONS

PETITION FOR ADOPTION

1. Attorney files Petition for Adoption (Form 18.0) signed by adopting parent only, using full legal names, no initials, and pays court costs. Spouse signs Consent (Form 18.3)
2. Need Consent (Form 18.3) or Putative Father Registry Certification by absent parent OR notification of hearing (Form 18.2) will be done by the Court. If legal father, we need file stamped copy of paperwork. If putative father, we need Putative Father Registry Certification (for child born after 01/01/1997).
3. Attorney also provides ODH Vital Statistics, Certificate of Adoption (Form HEA 2757) with original or certified copy of child's existing birth certificate.
4. Home study is ordered by the Court and must be approved before any hearings.
5. Step Parent makes appointment with the Court to process fingerprints for criminal background check. Please call 419-213-4794 to schedule.
6. Final Hearing is set if we have mother and father consents or consent by mother and Putative Father Registry Certification.
7. Hearing on Petition will be set if non-consenting parent needs to be notified.
8. Notification is by personal service, arranged by the Court, or by publication if address is unknown. If publication is necessary, Attorney to provide Affidavit and Request for Service by Publication (Form ADP-ARSBP). Certified mail may be used if non-consenting parent is incarcerated.

HEARING ON PETITION (petitioners to appear without children)

1. If non-consenting parent does not appear: Evidence taken regarding history of payment and support. Judge signs JE/Consent Not Required (Form 18.4) and JE/Best Interest (Form 20.14-A). Final Hearing is scheduled.
2. If non-consenting parent appears to object: Contested Consent Hearing is scheduled for half or whole day of testimony.
 - If consent is found necessary, petition is dismissed.
 - If consent is found unnecessary, Best Interest Hearing is scheduled.
 - If Best Interest to be adopted is confirmed, Final Hearing is scheduled.
 - If Best Interest to be adopted is denied, Petition is dismissed.

FINAL HEARING

1. Petitioners and child must appear.
2. Court provides:
 - * Notice of Final Hearing (Form 20.11 A)
 - * Adoption Certificate for Parents (Form 18.8)
 - * Final Decree of Adoption (Form 18.7)
3. Court forwards documents to State Bureau of Vital Statistics for new birth certificate.

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE ADOPTION OF _____ CASE NO. _____

(Name after adoption)

PETITION FOR ADOPTION OF A MINOR
[R.C. 3107.05]

The undersigned petitions to adopt _____,
a minor, and to change the name of the minor to _____.

PETITIONER

The petitioner states the following:

Full Name: _____ Age _____

Full Name: _____ Age _____

Place of Residence: _____
Street Address

City or Village or Township if unincorporated Area _____ County _____

Post Office _____ State _____ Zip Code _____ Duration of Residence _____

Marital Status: _____ Date and Place of Marriage: _____

Relationship of Minor to Petitioner: _____

The Petitioner has facilities and resources suitable to provide for the nurture and care of the minor and it is the desire of the petitioner to establish the relationship of parent and child with the minor.

MINOR TO BE ADOPTED

Birth Name: _____ Date of Birth: _____

Place of Birth: _____ Property and Value: _____

☐ The minor is living in the home of the petitioner, and was placed therein for adoption on the ____ day of _____ 20____ by _____.

☐ The minor is not living in the home of the petitioner, and resides at:

☐ The minor will be an adopted person as defined in R.C. 3107.39;

☐ The minor will be an adopted person as defined in R.C. 3107.45;

A certified copy of the birth certificate of the minor is filed with this petition or is not available due to the following:

A Preliminary Estimate Accounting (Form 18.9), if required, is filed with this petition.

☐ The minor is in the permanent custody of _____
whose address is _____

☐ The guardian ad litem during the permanent custody proceedings was _____
whose address is _____

☐ The attorney representing the minor during the permanent custody proceedings was:

whose address is _____

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN THE MATTER OF THE ADOPTION OF

(Name after adoption)

CASE NO. _____

CONSENT TO ADOPTION

[R.C. 3107.06, 3107.08 & 3107.081]

The undersigned _____

[check one of the following seven capacities by which your consent is given]

- ☐ Mother
- ☐ Father
- ☐ Putative father who has registered under R.C. 3107.062 (for a minor born on or after January 1, 1977)
- ☐ Putative father (for a minor born before January 1, 1997)
- ☐ Agency having permanent custody
- ☐ Minor, who is more than twelve years of age (this consent must be executed in the presence of the Court)
- ☐ Other _____

hereby waives notice of the hearing on the Petition for Adoption to be filed in the Court, and consents to the adoption of _____
as proposed in the petition. (Name before adoption)

The undersigned further states that this consent is voluntarily executed irrespective of disclosure of the name or other identification of the prospective adopting parents.

Sworn to before me and signed in my presence this ____ day of _____ 20 ____.

Person authorized pursuant to R.C. Chapter 3107
To take this acknowledgement

Title

INFORMATION PROVIDED ON THIS FORM IS
TO BE USED TO ESTABLISH A NEW CERTIFICATE
OF BIRTH FOR THE ADOPTED CHILD.

Ohio Department of Health
VITAL STATISTICS
CERTIFICATE OF ADOPTION

State Use Only
Original SFN _____
Amended SFN _____
Envelope # _____
AFS # _____

CHILDS PERSONAL DATA

1 Name of Child BEFORE Adoption	2 Date of Birth (Month, Day, Year)	3 Sex	4 Place of Birth (City, County, State or Foreign Country)
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CHILD'S NAME AFTER ADOPTION

First Name

Middle Name

Last Name

ADOPTIVE PARENT(S)' PERSONAL DATA

The following information provided below will be used to create the new birth record. List information as it existed on child's date of birth.

Father – Check One	Natural	Adoptive	Mother – Check One	Natural	Adoptive
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Father's First Name	Mother's Current First Name
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Father's Middle Name	Mother's Current Middle Name
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Father's Last Name	Mother's Current Last Name
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Date of Birth (Month, Day, Year)	Mother's Maiden Name (Last Name Prior to First Marriage)
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Birth Place (State or Foreign Country)	Date of Birth (Month, Day, Year)	Birth Place (State or Foreign Country)
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Parent(s) Residence at Time of Child's Birth (Number and Street)

City	County	State	Zip Code	Inside City Limits (Yes or No)
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Other Required Information (From the Original Birth Certificate)	Foreign Adoptions Only (Information from Original Birth Record)
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Attendant's Name (M.D., D.O., C.N.M., Other Midwife)	Time of Birth
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Mailing Address (Number Street, City, County, State, Zip Code)	Hospital/Birthing Facility
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Registrar's Name	Registrar's Name & Date Filed by Registrar (Month, Day, Year)
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Date Filed by Registrar (Month, Day, Year)	Attendant's Name (M.D., D.O., C.N.M., Other Midwife) & Date Signed
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Parent(s) Current Mailing Address	Street	City or Village	State	Zip Code
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Attorney's Name and Address	Street	City or Village	State	Zip Code
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CERTIFICATION

Probate Court, _____ County, Ohio

I hereby certify that the child named above was adopted on _____ (Date)

by _____ (Name(s) of Petitioner(s))

as set forth in the final decree of adoption, Case No., _____

Date _____ Probate Judge _____

Deputy Clerk _____