

**ASHTABULA COUNTY COURT OF COMMON PLEAS  
PROBATE DIVISION  
ALBERT S. CAMPLESE, JUDGE**

Richard L. Dana  
Magistrate



**Adoption Forms Checklist**

**Minor Adoptions - Stepparent, et al**

*Per R.C. 3107.011(A) - A person seeking to adopt a minor shall utilize an agency or attorney to arrange the adoption. Only an agency or attorney may arrange an adoption. An attorney shall not represent both the person seeking to adopt and the parent placing a child for adoption.*

- Petition for Adoption of Minor – Supreme Court Form 18.0
- Consent to Adoption (from custodial and non-custodial parent) – Supreme Court Form 18.3
- Addendum to Consent to Adoption – Local Form
- Certified Copy of Birth Certificate of Adoptee
- Certified Copy of Marriage Record of Petitioner and Custodial Parent
- Certified Copy of Birth Certificate of Petitioner and Custodial Parent
- Petitioner's Account – Supreme Court Form 18.9
- Four (4) Letters of Reference - letters to include how long they have known the petitioner, a specific reference to the petitioner's family unit, and an original signature
  - One letter from a clergy member or employer
  - If self-employed, a letter from a co-worker
  - Two letters from non-relatives (in-laws are considered relatives)
- All persons residing in the home over the age of 18 (not the biological parent) must submit a completed **BCI check and Form JFS 1653 – Medical Statement**.
- Final Decree of Adoption – Supreme Court Form 18.7
- Adoption Certificate for Parents – Supreme Court Form 18.8
- Local Form Statement of Adopted Persons
- Local Form HEA 2757 – Certificate of Adoption – State of Ohio Dept. of Health
- Local Form Required Information Sheet

**If applicable:**

- Results of Putative Father Registry search (father not listed on B.C.)
- Paternity affidavit or DNA results (father not listed on B.C.)
- Death certificate, if birth parent is deceased
- Certified Copies of divorce decrees, child support orders, and current CSEA print-out

**If petitioner is not a stepparent/grandparent:**

- Applicant Financial Statement - JFS 1681
- ODHS Application for Child Placement (Fill out completely; include all family members) - Form JFS 1691

## **Adult Adoptions**

- Petition for Adoption of Adult – Supreme Court Form 19.0
- Consent to Adoption (signed by adult adoptee, and notarized) – Supreme Court Form 18.3
- Local Form Adult Adoption Fact Sheet
- Certified copy of adoptee's birth certificate
- Copies of birth certificates of petitioner (and spouse, if petitioner is stepparent of adoptee)
- Copy of Marriage License of petitioner and spouse (if petitioner is stepparent of adoptee)
- Two letters of reference – from non-family members with original signatures. These letters should show support for the parent-child relationship that has been established.
- Final Order of Adoption of Adult – Supreme Court Form 19.1
- Local Form HEA 2757 – Certificate of Adoption – State of Ohio Dept. of Health

## **Note for ALL Adoptions:**

- All forms must be typed.
- Use full birth-names and no initials.
- Provide complete addresses for all parties
- If there is no middle name or initial, use (NMI) in the spaces provided.
- Make sure all signatures are included on all forms.
- All documents, forms and fees must be submitted at the time of filing.
- You will be notified by mail of the final hearing date after all of the information is reviewed.

## **Form Resources**

All forms are available online through the Ohio Supreme Court, Ohio Department of Job and Family Services, or the Ashtabula County Probate Court websites.

- [http://www.supremecourt.ohio.gov/LegalResources/Rules/superintendence/probate\\_forms/](http://www.supremecourt.ohio.gov/LegalResources/Rules/superintendence/probate_forms/)
- [http://courts.co.ashtabula.oh.us/courts\\_forms.htm](http://courts.co.ashtabula.oh.us/courts_forms.htm)
- <http://www.odjfs.state.oh.us/forms/>