

WAYNE COUNTY PROBATE COURT

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AGENCY ADOPTION CHECKLIST

Filing Fee: \$183.50

INITIATION REQUIREMENTS

- ___ Payment of Filing Fee
- ___ Petitioner must be represented by counsel.
- ___ Child must be placed in home for at least six months.
- ___ If more than one petitioner, petitioners must be legally married.
- ___ Jurisdiction: adoptee must have been born in Wayne County; or petitioner, adoptee, or birth parent must be resident of Wayne County; or Wayne County Children Services must have permanent custody. (RC 3107.04)
- ___ 18.0 Petition for Adoption of Minor (RC 3107.05)
- ___ 18.3 Consent to Adoption signed by the Agency holding custody of the child (RC 3107.06, 2107.081)
- ___ 18.7.1 Ohio Department of Health Vital Statistics Certificate of Adoption
- ___ 18.7.2 WC Probate Form Statement of Adopted Person
- ___ 18.9 Petitioner's Preliminary Account (RC 3107.055)
- ___ Certified copy of long form birth certificate of the adoptive child (must contain the doctor and hospital's name) (RC 3107.05)
- ___ Copy of Judgment Entry/Order terminating parental rights from Juvenile Court
- ___ If child has been placed for adoption by an out of state agency, please notify judge as additional ICPC documents are needed.

PRIOR TO HEARING

- ___ 18.9 Petitioner's Final Account (at least 10 days before hearing) (RC 3107.055).
- ___ Form 1673 – Adoption Homestudy; Form 1385 Updates (if applicable); and Post Placement Reports
- ___ Copy of Foster Care License (if applicable)
- ___ BCI/FBI final report
- ___ Form 1699 – Prefinalization Adoption Assessment (at least 20 days prior to hearing) (RC 3107.12)
- ___ Form JFS 1616 – Social and Medical History
- ___ Form JFS 1679 – Request for notification (RC 3107.09, 3107.091, 3107.17)

- _____ Indian Release Letter (if applicable) Note: Federal law requires strict compliance with the Indian Child Welfare Act
- _____ Form 1661 – Interstate Compact Placement Request 100-A (if applicable)
- _____ Putative Father Registry – Final results, if applicable
- _____ Form 1666 – Permanent Surrender of Child, if applicable
- _____ Form JFS 1693 – Ohio Adoption Laws and Materials, if applicable

- _____ Submit Proposed Forms for Judge’s Signature
 - _____ 18.7 Final Decree of Adoption (RC 3107.13, 3107.14, 3107.15)
 - _____ 18.7.1 Ohio Department of Health Vital Statistics Certificate of Adoption
 - _____ 18.3 Consent form (if minor is 12 yrs or older - RC 3107.06)