

WAYNE COUNTY PROBATE COURT

www.wayneprobateandjuvenile.org

STEP-PARENT ADOPTION CHECKLIST

INITIATION REQUIREMENTS

- _____ Filing fee and deposit for home study
- _____ Minor must be living in home for no less than 6 months
- _____ Applicant is resident of county
- _____ Form 18.0 –Petition for Adoption of Minor (RC 3107.05)
- _____ Form 18.0.1 WC Probate Form Adoption Application, Marriage-Divorce Information
 - _____ Copy of marriage license for petitioner if married outside of Wayne County
- _____ Form 18.0.2 Custody Affidavit – Adoption
- _____ Form 18.0.3 WC Probate form Affidavit Regarding Birth Father
- _____ Form 18.3 – Consent to Adoption signed by natural parent whose rights will be terminated, if applicable (RC 3107.06, 3107.081) (must be signed in presence of a person authorized to take acknowledgments, or be taken before the Court.)
- _____ Form 18.2 – Notice of Hearing on Petition for Adoption (if consent is necessary and was not received)(RC 3107.11)
- _____ Certified copy of minor’s birth certificate (must be long form, aka Certificate of Live Birth, that provides name of attendant, attendant’s signature, and facility at which born) not less than 60 days old. (RC 3107.05)
- _____ Copy of marriage license
- _____ Form 18.3.1 (if applicable) WC Probate Form Affidavit of Unknown Name/Residence of Father (if required)
- _____ Form 18.7.1 WC Probate Form Ohio Department of Health Vital Statistics Certificate of Adoption. Make sure all items are completed and all spellings are correct.
- _____ Form 18.7.2 WC Probate Form Statement of Adopted Person
- _____ Form JFS 1697 – Ohio Putative Registry Certification unless any exception of R.C. 3107.064(B) is applicable; if any exception of R.C. 3107.064(B) is applicable, then evidence of that exception shall be filed in lieu of Form JFS 1697 (R.C. 3107.062, 3107.063, 3107.064).
- _____ Form 19.4 Notice to the Child Support Enforcement Agency
- _____ Prepare proposed forms for signature on day of hearing
 - _____ Form 18.3 – Unexecuted consent to Adoption for minor, if minor more than 12 (RC 3107.06)
 - _____ Form 18.3 – Unexecuted consent to Adoption for spouse of step-parent (RC 3107.06)
 - _____ Form 18.4 – Judgment Entry Finding Consent Not Necessary (if applicable) (RC 3107.07)
 - _____ Form 18.7 – Final Decree of Adoption (RC 3107.13, .14, .15)

HOME STUDY

_____ Docket Form JFS 1698 – Step-parent Adoption Home Study (RC 3107.031)

_____ Home study must be received at least ten (10) days prior to hearing.