

Ohio Department of Job and Family Services
**INSTRUCTIONS FOR COMPLETING JFS 01694, OHIO PUTATIVE FATHER
REGISTRY - REGISTRATION FOR FATHERS**

Read and follow carefully:

- A. Under Ohio law, a “putative father” is a male who may be a child’s father, but who is not married to the child’s mother on or before the date that the child is born, or who has not established paternity of the child in a court proceeding before the filing of an adoption petition for the child.
- B. If you believe you may be a putative father, and if you wish to be notified of an adoption proceeding involving a child of whom you are, or may be, the father, you should complete the Putative Father Registration form (JFS 01694) and return it to the Ohio Putative Father Registry office, or complete the information online at <https://pfrpub.odjfs.state.oh.us/pfrweb/webforms/home.aspx>.
- C. It is your responsibility to be sure that the information contained on the form is accurate and complete. If you fail to provide accurate information, you may not receive notice of the child’s adoption, and you may lose any parental rights you might have in relation to the child.
- D. The address you provide must be an address at which you can be contacted. A post office box is not acceptable. If you cannot be contacted at the address you provide, you may not receive notice of an adoption, and you may lose any parental rights you might have in relation to the child.
- E. If you do not have an address where you can receive notice of an adoption, you may designate another person as your agent.
- F. **IMPORTANT!** If your address or any other information on the form changes, you must file an amended registration form immediately. Your failure to do so could cause you to lose the opportunity to receive notice of an adoption and to lose any parental rights you might have in relation to the child.
- G. **IMPORTANT!** In order for you to receive notice of an adoption, you must register no later than 15 days after the birth of the child. You **MAY** register prior to the birth of the child.
- H. If you have questions about your rights as a putative father, you should consult an attorney.
- I. You must submit the completed and signed form either electronically, in person, by mail or express mail delivery service to:

Mailing Address: Ohio Department of Job and Family Services Ohio Putative Father Registry P.O. Box 183204 Columbus, Ohio 43218	Physical/Overnight Delivery Address: Ohio Department of Job and Family Services Ohio Putative Father Registry 4200 E. 5 th Ave. Columbus, OH 43218-3204
Fax: (614) 728-6726	Email: OhioPFR@jfs.ohio.gov