BUTLER COUNTY PROBATE COURT
ADOPTION PETITION FILING REQUIREMENTS

****** ALL FORMS MUST BE TYPED, ONE-SIDED PRINT ONLY******

PLEASE NOTE THAT THERE IS ONLY ONE COPY OF EACH FORM IN THE PACKET. IF ADDITIONAL FORMS ARE NEEDED FOR A SECOND PETITIONER OR ADULTS OVER THE AGE OF EIGHTEEN, PLEASE REFER TO THE INDIVIDUAL LIST OF FORMS ON THIS WEBSITE.

AT THE TIME OF INITIAL FILING

1. Statement of Intention – BCPC 18.0S
2. Petition – Form 18.0
3. Petitioner's Photo Identification
4. Certified copy of minor's birth certificate
5. Application Addendum – BCPC 639A
6. Authorization Forms (required for all adults over eighteen in the household) – BCPC 324
7. Consent of custodial birth parent – Form 18.3 **(must be notarized)**
8. Consent of the non-custodial birth parent (if possible) – Form 18.3 **(must be notarized)**
9. Petitioner's Account (Preliminary) – Form 18.9
10. Putative Father Registry Form JFS – 01697 (obtain from Ohio Department of Job & Family Services if applicable)
11. Death Certificate of Biological Parent (if applicable)
12. Custody Affidavit – BCPC 308 **(must be notarized)**
13. Application for Appointment of Assessor – BCPC 318
14. Judgment Entry Appointing Assessor – BCPC 319
15. Entry Ordering Independent Home Study – BCPC 322

All forms must be mailed or brought to the Probate Court. **At the time of filing, a deposit of $225.00 is required.** Please confirm the amount with the clerk since filing fees may have changed subsequent to the date of this instruction sheet. This fee must be paid in cash, check, or money order. Additional costs will be required at final hearing. Final paperwork will **not** be released without final court costs paid.

After the documents are filed, Adoption Specialist Kendra Young will contact you to schedule a mandatory pretrial; the attorney for the petitioners **must** appear at the pretrial.

PRIOR TO CONSENT / BEST INTEREST HEARING

1. BCII and FBI Report on all household members eighteen and older.
2. Petitioner's Account (Final) – Form 18.9 (must be filed at least ten days prior to the hearing).
3. Home Study – JFS 01673* or JFS 01698* (must be filed at least ten days prior to the hearing).
4. Pre-finalization Form JFS 01699* (if applicable, must be filed at least twenty days prior to the hearing).
5. If notice is being made by publication to non-custodial birth parent or putative father an affidavit of due diligence must be filed prior to the notice being published.
6. Social/Medical Information of birth parents – JFS 01616* (if applicable).
7. Affidavit of Proof of Publication (if service of notice was made by publication).

* denotes completed by Assessor. All homestudies and/or assessments are to be paid directly to assessor/agency. It is the responsibility of the Assessor/agency to file all appropriate documents with the Probate Court.

AT THE TIME OF FINAL HEARING

1. Judgment Entry Finding Consent Not Required – Form 18.4 (if applicable).
2. If minor is over age twelve, Consent to Adoption – Form 18.3.
3. Final Decree of Adoption – Form 18.7.
4. Adoption Certificate for Parents – Form 18.8.
5. Ohio Department of Health Certificate of Adoption – HEA 2757.
6. Receipt for Social Medical History – BCPC 323 (if applicable).
7. Application for Certified Copies of New Birth Certificate – HEA 2709.
8. Notice to Child Support Enforcement Agency – BCPC NCEA.

PETITIONER AND ADOPTEE MUST APPEAR FOR FINAL HEARING

Updated birth certificate will need to be obtained by Attorney/Petitioner from Vital Statistics of birth state of adoptee.
Payment to Vital Statistics is required.

Butler County Probate Court does **not** issue birth certificates.