

**PIKE COUNTY PROBATE COURT**  
**Judge Robert N. Rosenberger**  
**www.pikecountypjcourt.com**

**FILING INSTRUCTIONS FOR  
THE FILING OF MINOR ADOPTION  
(STEP PARENT OR FOSTER PARENT ADOPTION)**

*Please Note: Representation by an attorney is mandatory for all petitioners*

In addition to the standard probate forms necessary to file a Petition for Adoption of Minor, the following must also be provided *at the time of filing*:

- Filing fees of \$150.00 (*additional costs may be required as this is a cost deposit ONLY*)
- \*Home study fees of \$300.00 to Pike County Children's Services by a separate check or money order. If more than one is child to be adopted, each additional home study will be \$100.00 (In some cases home study fees may be waived in a foster parent petition if the county agency placed the children – check with the deputy clerk before filing)
- BCI and FBI background check results for each petitioner and each adult living in the adoptive home. These must be filed with the petition.
- Certified copy of the child's birth certificate
- Putative Father Certificate if the father's name is NOT on the birth certificate unless the exceptions in ORC 3107.064(B) are applicable
- Statement of Adopted Person

The following is required at least seven (7) days prior to the hearing:

- All proposed orders
- Certificate of Adoption (HEA 2757) required for all Ohio births
- Check for certified copy of new birth certificate (Ohio births: Treasurer, State of Ohio - \$21.50) Check must be dated within 30 days.

*\*Please see the attached list of requirements for adoption home studies.*

*\*\*Please see the attachment regarding the execution of consents*

### Ohio requirements for Adoption Homestudies, excluding step-parent adoptions

1. Must have an application for placement- Form JFS 1691
2. Complete Characteristics Checklist Form 1673-A
3. Background checks- FBI and BCI for all household members over 18 years old. We can do a letter that provides a significant discount at the Sheriff's Office upon request.
4. Fire Inspection by a State Certified Fire Inspector or Chief of your local department- Form JFS 1200
5. Medical Reports for adopting parents- Form JFS 1653
6. All 12 Three-hour Preservice Training classes must be completed by adopting parents- can be completed anywhere in Ohio- Calendars online [www.ocwtp.com](http://www.ocwtp.com) click on SEORTC at very bottom of screen- then click on at-a-glance calendars- click on foster parent training to view the current calendars.
7. Must have four letters of reference supporting the adoption, and additionally a letter from each adult child of either adopting parent.
8. Must provide social security numbers of adult household members for child welfare history checks.
9. Must provide financial disclosure including proof of wages, expenses- form JFS 1681
10. Proof of marriage and previous divorces, marriages for adopting parents
11. Must pass Safety Audit and complete any recommendations before homestudy can be approved- Form JFS 1348
12. Must provide Driver's Licenses, proof of residency in Ohio and US citizenship for last 10 years, and employment history for the last 10 years.
13. If home uses well water, must provide certified inspection.
14. Interviews with all household members in regard to the effect the adoption will have on them.
15. Personal histories, motivation to adopt, parenting history, etc. for adopting parents will be taken through interviews during home visits..
16. Other family-specific information or documentation may be required to complete the home study.

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**EXECUTION OF FORM 18.3 – CONSENT TO ADOPTION**

All consents must be executed in compliance with ORC Section 3107.081.

**The following must execute consents (Form 18.3) in the PRESENCE OF THE COURT:**

- A minor more than twelve years of age (RC 3107.06)
- Any parent of a minor, who will be, if adopted, an adopted person as defined in section 3107.45 of the Revised Code. The *only* exceptions to this rule would be in the following cases:
  - (1) a step-parent adoption;
  - (2) if the child to be adopted is less than six months old, or
  - (3) the parent executing the consent lives out of state.

If the above (1), (2), or (3) are applicable, execution of the consent form may be made pursuant to ORC 3107.081 (B) (E) or (F)

The following procedures will be followed for executions of consents before the Court:

- A consent hearing will be scheduled
- The parent executing the consent in the presence of the Court must first meet with the adoption assessor prior to executing the consent as outlined in ORC Section 3107.082. Said meeting shall be scheduled by the adoption assessor and shall not take place less than 72 hours prior to the consent hearing. The adoption assessor must provide a copy of the form JFS 1693 to the Court prior to the consent hearing.