

Filing fee - \$154.00 other children going to same family - \$94.00.

**ADOPTION PROCEDURE FOR AN AGENCY**

Note: Adoption must be "arranged" by an attorney or agency per 3107.001 O.R.C.

**Forms must be typewritten**

To be filed by an attorney:

Petition (one for each child)

Questionnaire - attachment to petition

Certificate of Adoption

Statement of Adopted Person

Adoption Certificate for Parents (do not file if name before adoption is not known by adoptive parents)

Preliminary Petitioner's Account (not required if public agency)

ODHS 1679 - Request for Notification (public agencies)

Consent to Adoption (Child 12 yrs. or older must sign on the day of the hearing in the presence of the Judge)

Final Petitioner's Account (if further costs or fees are incurred after petition filed, it is to be filed 10 days prior to the final hearing.) [see local rule 9] (not required if public agency)

To be filed by agency:

Certified copy of child's birth certificate

ODHS 1693 (or statement that there is none)

ODHS 1699 - Pre-finalization assessment

ODHS 1616 - Social and medical histories of the biological parents  
Homestudy

Permanent Surrender of child (copies)

Consent of Agency

ODHS form 1697 (response as to putative father registry - not required if public agency)