

# SHELBY COUNTY PROBATE COURT

[www.shelbycoprobate.org](http://www.shelbycoprobate.org)

## \*FOREIGN\* ADOPTION CHECKLIST

(revised 06/07/2016)

### 1. APPLICATION FOR REGISTRATION OF FOREIGN BIRTH RECORD (ONLY)

- Form 19.2 – Petition to Recognize Foreign Adoption (*R.C. 3107.18*)
- Foreign Adoption Decree and English translation
- Foreign Birth Record and English translation
- Form 19.3 – Order for Ohio Birth Record for Foreign Born Child
- HEA 2757 – Vital Statistics Certificate of Adoption Form

**NOTE:** Applicant must later send in “Application for Certified Copies” (HEA 2709) (<http://www.odh.ohio.gov/forms/formfinder.aspx>) to get certified copies of the new birth record. Please wait at least seven (7) days from date of Order before sending in your request for certified copies.

**OR**

### 2. RE-FINALIZATION OF ADOPTION FINALIZED IN ANOTHER COUNTRY

**NOTE:** Please see the U.S. Citizenship and Immigration Services for more information. ([www.uscis.gov](http://www.uscis.gov))

#### INITIATION REQUIREMENTS

- Form 18.0 – Petition for Adoption of Minor (*RC 3107.05*)
- Form 18.1 – Judgment Entry Setting Hearing and Ordering Notice (*RC 3107.11*)
- Form 18.9 - Petitioner’s Account – Preliminary Estimate Accounting (*RC 3107.055*)
- Form 18.01 - Order to Assessor (*RC 3107.031*) (can use assessor/agency that performed homestudy for submission to foreign country, however, you must also submit “Verification of Assessor Qualifications” (OJFS 1680), which you can obtain directly from that assessor. Please provide assessor’s name, agency’s name and mailing address.)
- Form 19.2 – Petition to Recognize Foreign Adoption (*R.C. 3107.18*)
- Foreign Adoption Decree and English translation
- Foreign Birth Record and English translation

#### PRECEDING HEARING ON PETITION

- All applicable paragraphs of Petition to be completed (*RC 3107.05*); specifically, the Court checks for:
  - Relationship of minor to petitioner
  - Minor living in home of petitioner and was placed therein for adoption on (date)
  - One of two boxes must be checked – minor is an adopted person defined in RC 3107.39 or 3107.45
  - Reason birth certificate is not attached
  - Minor is in permanent custody of (name)
  - Persons/Agencies whose consent to adoption is required
  - Persons whose consent to adoption is not required
- Jurisdiction requirements not met per R.C. 3107.04

- \_\_\_ If person(s) other than parent has custody, Court requests a filed copy of Court Order granting such custody
- \_\_\_ Separate petition to be filed for each minor child

**HEARING REQUIREMENTS – FOR ASSESSOR**

- \_\_\_ Homestudy/updates as submitted for filing in foreign country **OR** Form JFS 1673 – Assessment for Child Placement (*RC 3107.031*); Attachments the Court requires for Form 1673:
  - \_\_\_ (1) JFS 1653 Medical Statement
  - \_\_\_ (2) A fire inspection...or the JFS 1348 Safety Audit
  - \_\_\_ (3) JFS 1681 Applicant Financial Statement
  - \_\_\_ (4) BCI record verification (and FBI verification if applicable)
  - \_\_\_ (5) Completed water test, if required
  - \_\_\_ (6) SACWIS search results
- \_\_\_ Form JFS 1699 – Prefinalization Adoption Assessment Report (*RC 3107.12*)

**HEARING REQUIREMENTS – FOR PETITIONER/ATTORNEY**

- \_\_\_ Form 18.9 - Petitioner’s Account – Final Accounting (*to be filed not later than 10 days prior to date of final hearing*) (*RC 3107.055*)
- \_\_\_ **Form 18.3 – CONSENT –TO BE EXECUTED IN PRESENCE OF COURT:**
  - \_\_\_ **MINOR more than twelve years of age** (*RC 3107.06*)
- \_\_\_ Form 18.4 - Judgment Entry Finding Consent Not Necessary (for birth parents from foreign country) (*RC 3107.07*)
- \_\_\_ Form 18.5 - Interlocutory Order of Adoption (if applicable) (*RC 3107.13, .14*)
- \_\_\_ Form 18.6 – Final Decree of Adoption (After Interlocutory Order) (if applicable) (*RC 3107.13, .14, .15*)
- \_\_\_ Form 18.7 – Final Decree of Adoption (Without Interlocutory Order) (*RC 3107.13, .14, .15*)
- \_\_\_ Form 18.8 – Adoption Certificate for Parents
- \_\_\_ Form 19.3 – Order for Ohio Birth Record for Foreign Born Child (*R.C. 3107.18*)
- \_\_\_ Form HEA 2757 – Vital Statistics Certificate of Adoption

**OTHER:** \_\_\_\_\_