

INSTRUCTIONS FOR FILING PETITION FOR IDENTIFYING INFORMATION

These instructions are intended as a guideline only and should not be relied upon as a comprehensive list of duties filing a petition for identifying information.

Adoption files are confidential and closed to the public.

The petition may be filed when an adopted person would like to receive certain identifying information pertaining to their adoption such as names of birth parents, birth name or original birth certificate.

Date of adoption finalization prior to 1964: Copies of the original birth certificate may be obtained from the Bureau of Vital Statistics.

Date of adoption finalization between 1964 and 1996: Adoption records covering this period are closed. Identifying information will be released only if the biological parent(s) or an adult sibling has signed a Release of Information.

Date of adoption finalization from 1996 to date: Adoptions finalized after 9/18/1996, are open unless the biological parent(s) have requested the identifying information be withheld. You should contact Bureau of Vital Statistics for identifying information.

A fee of \$60.00 is required at the time of filing. Please confirm the amount with the Cashier since filing fees may have changed subsequent to the publication of this instruction sheet. **This fee must be paid in cash, money order, certified check, MasterCard, Discover, or American Express. No personal checks will be accepted.**

The forms may be obtained from the Issue Desk on the 9th floor of the Probate Court, 230 E. 9th Street, Cincinnati, Ohio or by downloading the forms from the web site.

PROCEDURAL STEPS

STEP 1: Complete the following forms

Petition for Identifying Information (H.C. 118.60)

- Complete form.
- Attach a copy of your birth certificate.
- Attach a copy of your driver's license.

Entry Setting Hearing on Petition (H.C. 118.61)

- Fill in the caption only.
- The hearing date will be assigned by the magistrate; you will not need to appear at the hearing.

STEP 2: Filing of forms

Once you complete the forms, mail them to Court with a **\$60.00** filing fee.

The magistrate will normally set the hearing for that day, research the records to obtain the agency who conducted your adoption and complete a Journal Entry Appointing Agency and an Order to the Ohio Department of Health to search the adoption registry for any releases.

The agency will submit a response to the Court within 90 days. If no releases have been filed, the Court will issue an order to hold your petition as pending. If a subsequent release is filed you will be notified.

It is imperative that you keep the Court aware of your current address.

**PROBATE COURT OF HAMILTON COUNTY, OHIO
JAMES CISSELL, JUDGE**

IN THE MATTER OF _____
(Petitioner)

CASE NO. _____

PETITION FOR RELEASE OF ADOPTION INFORMATION

The undersigned petitions the Court pursuant to Section 3107.41 of the Revised Code to appoint the appropriate agency to determine whether the Petitioner is an adopted person, and whether or not a Release of Information relating to the Petitioner has been filed with the Department of Health in Columbus, Ohio, by the Petitioner's biological parent(s) and/or siblings.

Name on Birth Certificate _____

Date of Birth _____ Place of Birth _____
(City, County & State)

Adoptive Parents' Names:

Mother _____

Father _____

Date of Adoption _____ County of Adoption _____
(If known) (If known)

Agency Involved in Adoption _____

A CERTIFIED COPY OF THE PETITIONER'S BIRTH CERTIFICATE IS ATTACHED

Petitioner states that this Court has jurisdiction to hear this Petition because **[check appropriate box]:**

- Petitioner is a resident of _____ County Ohio, or
- Petitioner was adopted in the Probate Court of _____ County, Ohio on or about the _____ day of _____, _____ or
- Petitioner is not a resident of the State of Ohio and does not know the name of the probate court in Ohio that issued the final decree of adoption.

A COPY OF PETITIONER'S DRIVER'S LICENSE OR STATE ISSUED ID IS ATTACHED

Attorney for Petitioner

Petitioner

Typed or Printed Name

Typed or Printed Name

Address

Address

(_____) _____
Phone Number (include area code)

(_____) _____
Phone Number (include area code)

Attorney Registration No. _____

**PROBATE COURT OF HAMILTON COUNTY, OHIO
JAMES CISSELL, JUDGE**

IN THE MATTER OF _____

(Petitioner)

CASE NO. _____

**ENTRY SETTING HEARING ON PETITION FOR RELEASE
OF IDENTIFYING INFORMATION**

The Court hereby sets the hearing on the Petition for Identifying Information on the _____ day of _____ at _____ o'clock ____ .M. at the Hamilton County Probate Court, William Howard Taft Center, 230 East Ninth Street, Ninth Floor, Cincinnati, Ohio 45202-2145.

James Cissell, Probate Judge