

INSTRUCTIONS FOR REGISTRATION OF A FOREIGN BIRTH RECORD

These instructions are intended as a guideline only and should not be relied upon as a comprehensive list when filing an application for registration of a foreign birth record.

A person who has adopted a child pursuant to an adoption decree or certificate of adoption issued outside the United States and recognized in this state, may request the Probate Court in the county in which the person resides to order the Department of Health to register the foreign decree and to issue an Ohio birth certificate pursuant to R.C. 3705.12(A)(4).

A fee of \$50.00 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, www.probatect.org.

PROCEDURAL STEPS

STEP 1: Complete the following forms

Application for Registration of Foreign Birth Record (H.C. 118.50)

- Complete form.
- Have form notarized

Foreign record

- Attach copy of the birth records and foreign adoption decree or certificate of adoption issued by the foreign country. Attach a copy of the English translation which has been certified as to its accuracy by the translator.

Statement of Adopted Person (H.C. 118.80)

- Fill in name only.
- Magistrate will complete.

INS approval

- The applicant must also submit proof that the Department of Immigration and Naturalization has approved the foreign certificate or adoption decree. Proof may be by means of INS Form I-171, a copy of the child's resident alien visa card, or any other documentation the Court deems suitable.

Order Granting Registration of Foreign Birth Record (H.C. 118.54)

- Complete form.
- Magistrate will sign completed form, if granted.

Certificate of Foreign Birth Registration

- Complete the form.
- If the adoption has been granted, the clerk will complete the certification and mail it to the Ohio Department of Health who will issue an Ohio birth certificate.

STEP 2: Reviewing of Forms and Setting of Hearing

When all forms have been completed, present them to the magistrate's assistant at the information desk on the 9th Floor of Probate Court for a magistrate to be assigned. All forms are then taken to a magistrate for review of the pleadings.

STEP 3: Filing of Forms with Cashier

If the foreign birth registration is granted, all forms are taken to the cashier who will assign a case number. At this time, the cashier will require the payment of the filing fee of **\$50.00**. The cashier will stamp the case number on all forms, retain and clock in all original forms. The cashier will stamp the case number on one set of copies and marked them "filed", if provided.

STEP 4: Completion of Petition

The clerk will submit a certified copy of the Order Granting Registration of Foreign Birth Record and the Certificate of Foreign Birth Registration to the Ohio Department of Health. You may request a birth certificate from the Ohio Department of Health 30 days after the issuance of the order granting registration of the foreign birth record. You need to send a check for \$21.50, to the following:

**Bureau of Vital Statistics
Ohio Department of Health
246 North High Street
P. O. Box 15098
Columbus, Ohio 43215-0098**

Please Note that it may take the Department of Health several months to respond to your request.