

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.