

INSTRUCTIONS FOR FILING A PETITION FOR ADOPTION OF ADULT

These instructions are intended as a guideline only and should not be relied upon as a comprehensive list when filing a petition for adoption of adult.

In accordance with R.C. 3107.02, a petition for adoption of adult may only be filed if:

- Adoptee is totally and permanently disabled;
- Adoptee was determined to be an intellectually disabled person; or
- Adoptee established a foster child-foster parent, kinship caregiver, or stepchild-stepparent relationship with petitioner as a minor.
- Adoptee is a child of the spouse of the petitioner and consents to the adoption.

A fee is required at the time of filing. Current Court Costs are posted at:

<https://www.probatect.org/about/general-resources>.

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 Adoption of Adult (Form 19.0) <ul style="list-style-type: none">- Complete form- Attach a certified copy of the adoptee's birth certificate.
Judgment Entry Setting Hearing (H.C. Form 19.01) <ul style="list-style-type: none">- Fill in the caption only.- The hearing date will be assigned by the magistrate
Consent to Adoption (Form 18.3) <ul style="list-style-type: none">- Need consent from the petitioner(s).- Need consent from adult being adopted.
Statement of Adopted Person (H.C. 118.80) <ul style="list-style-type: none">- Fill in caption only.
Decision of Magistrate (H.C. 118.70) <ul style="list-style-type: none">- Fill in caption only.- Magistrate will complete the form on the day of the hearing.
Final Order of Adoption of Adult (19.1) <ul style="list-style-type: none">- Complete form.- Magistrate will sign completed form on the day of the hearing; if the petition is granted.

Adoption Certificate for Parents (18.8)

- Complete form.
- Magistrate will sign form on the day of the hearing.

Vital Statistics – Certificate of Adoption

- Complete first part of form.
- If the adoption has been granted, the clerk will complete a copy of this form (certification) and mail it to the Ohio Department of Health who will issue a new birth certificate.

STEP 2: Assigning of Magistrate, 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 the available magistrate for review and setting of hearing date.

STEP 3: Filing of Forms with Cashier

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. The cashier will stamp the case number on all forms, retain and clock in all original forms that could be filed, and return originals that were unable to be filed back to you to bring to Court the day of the hearing. The cashier will stamp the case number on one set of copies and marked them “filed”, if provided.

STEP 4: Day of Hearing

At the date and time of the hearing, the petitioner(s), your attorney (if attorney is obtained) and the adult adoptee should report to the 9th Floor of the Probate Court to the assigned magistrate. (The magistrate will already have the file with the forms you initially filed.) If you had to obtain consents you will give them to the magistrate. The magistrate will conduct the hearing, and if the magistrate finds the petition should be granted, will issue an order finalizing the adoption.

STEP 5: Completion of Petition

The clerk will complete a copy of the Vital Statistics – Certificate of Adoption and send the copy to the Bureau of Vital Statistics in the state where the adult was born. If the adult was **born in Ohio**, request a new birth certificate, in writing, along with payment (please check with the Bureau of Vital Statistics for current pricing and payment options), 30 days from the date of finalization, to the following:

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

The new birth certificate should be received in approximately 4 months.

If the adult was not born in Ohio, please contact the capital of the state where the child was born for further instructions.

OBTAINING THE AMENDED BIRTH RECORD

The court will be submitting your paperwork directly to the Bureau of Vital Statistics (ODH/VS) for processing. Once the court paperwork has been received by our office, it will take approximately **three to four** weeks to amend your certificate and have it available for purchasing.

FOR NAME CHANGES: You will need to send a certified copy of the entry approving the name change to Bureau of Vital Statistics (ODH/VS) for processing. Please **DO NOT** send applications for amended certificates with money/payment with your court paperwork. Please allow time to process the corrections to make the request.

Below are the three ways that a certificate can be purchased. Please do not place an order for a certificate if you have not allowed at least 30 days for processing. You can confirm if the change has been completed by calling the Vital Statistics **Customer Service** line at 614-466-2531 prior to placing your order.

Local Health Department

A birth certificate can be purchased from any local health department for persons born in Ohio. It is not restricted to where the birth occurred. Below is the information for the local health department(s) in your county. Please contact the office directly to verify how an order can be placed, the cost and whether the office is available for same day service. Certificates will be available for issuance after allowing 30 days for processing.

Hamilton County General Health Dist 250 William Howard Taft Rd, 2 nd Floor Cincinnati, OH 45219 Phone: (513) 946-7800	Cincinnati Health Dept., Office of Vital Records 1525 Elm St., 4 th Floor Cincinnati, OH 452020 Phone: (513) 352-3120	Norwood City Health Department 2059 Sherman Ave Norwood, OH 45212 Phone: (513) 458-4600
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Online

Ordering a birth record through the ODH/VS online portal is the fastest way to obtain a certificate. Most orders are filled within five business days and go out first class mail. Each certificate is \$21.50 and can be ordered using credit card. Please go to the following website to place your order after allowing 30 days for processing.

<https://odhgateway.odh.ohio.gov/OrderBirthCertificates/>

Via Mail – USPS

Customers can also apply for a new certificate via mail. These requests go directly to the ODH/VS office and take approximately two to three weeks to fulfill. Applications should not be sent until four weeks after the paperwork was mailed by the court. A check or money order can be made payable to “Treasurer, State of Ohio” for \$21.50 for each birth certificate requested. Applications can be found online at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/vital-statistics/How-to-Order-Certificates> and can be mailed to the address below with the appropriate payment for copies.

Ohio Department of Health
Bureau of Vital Statistics
P.O. Box 15098
Columbus, Ohio 43215-0098