

# INSTRUCTIONS FOR FILING A PETITION FOR READOPTION

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

If you adopted your child in a foreign country, the Probate Court of Hamilton County is permitted to conduct readoption proceedings pursuant to revisions in R.C. 3107.18 effective May 15, 1996. This procedure allows the adoptive parents to receive an Ohio Adoption Decree and an Ohio Birth Certificate.

The readoption cannot be granted for 6 months from the date the foreign decree of adoption was granted.

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 9<sup>th</sup> floor of the Probate Court, 230 E. 9<sup>th</sup> Street, Cincinnati, Ohio or by downloading the forms from the web site.

## PROCEDURAL STEPS

<b>STEP 1: Complete the following forms</b>
Petition for Adoption of Minor Child (18.0) <ul style="list-style-type: none"><li>- Complete form.</li></ul> Foreign record <ul style="list-style-type: none"><li>- Attach copy of the foreign birth record and adoption decree or certificate of adoption. If the foreign decree or certificate of adoption is not in English, a translation certified as to its accuracy by the translator shall also be submitted.</li></ul> INS approval <ul style="list-style-type: none"><li>- 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.</li></ul>
Entry Setting Hearing on Readoption (H.C. 118.03) <ul style="list-style-type: none"><li>- Fill in the name only. The magistrate will fill in hearing date and time, and sign and date the form.</li></ul>
Affidavit (H.C. 118.10) <ul style="list-style-type: none"><li>- Complete form.</li><li>- Have form notarized.</li></ul> Petitioner's Account (18.9) <ul style="list-style-type: none"><li>- Complete form.</li><li>- List all expenses incurred after the foreign adoption was completed for INS purposes.</li></ul>

<p>Statement of Adopted Person (H.C. 118.80)</p> <ul style="list-style-type: none"> <li>- Fill in name only.</li> <li>- Magistrate will complete.</li> </ul>
<p>Decision of Magistrate (H.C. 118.70)</p> <ul style="list-style-type: none"> <li>- Fill in name only.</li> <li>- Magistrate will complete on day of hearing if readoption granted.</li> </ul>
<p>Final Decree of Adoption (Without Interlocutory Order) (H. C. 18.7)</p> <ul style="list-style-type: none"> <li>- Complete form.</li> <li>- Magistrate will sign on day of hearing if readoption granted.</li> </ul>
<p>Adoption Certificate For Parents (18.8)</p> <ul style="list-style-type: none"> <li>- Complete form.</li> <li>- Magistrate will sign on day of hearing.</li> </ul>
<p>Vital Statistics – Certificate of Adoption</p> <ul style="list-style-type: none"> <li>- Complete first part of form.</li> <li>- After 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 an Ohio birth certificate.</li> </ul>
<p><b>STEP 2: Reviewing of Forms and Setting of Hearing</b></p>
<p>When all forms have been completed, present them to the magistrate’s assistant at the information desk on the 9<sup>th</sup> 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.</p>
<p><b>STEP 3: Filing of Forms with Cashier</b></p>
<p>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.</p>
<p><b>STEP 4: Day of Hearing</b></p>
<p>At the date and time of the hearing, you (and your attorney, if attorney is obtained) should report to the 9<sup>th</sup> Floor of the Probate Court to the assigned magistrate. (The magistrate will already have the file with the forms you initially filed). The magistrate will conduct the hearing to determine whether the order granting the readoption should be granted.</p>
<p><b>STEP 5: Completion of Petition</b></p>
<p>The clerk will complete a copy of the Vital Statistics – Certificate of Adoption and send the copy to Bureau of Vital Statistics. You must 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:</p> <p style="padding-left: 40px;"> <b>Bureau of Vital Statistics</b>  <b>Ohio Department of Health</b>  <b>246 North High Street</b>  <b>P. O. Box 15098 Columbus, Ohio 43215-0098</b> </p>
<p><b>The new birth certificate should be received in approximately 4 months.</b></p>

## 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 <sup>nd</sup> Floor Cincinnati, OH 45219 <b>Phone:</b> (513) 946-7800	Cincinnati Health Dept., Office of Vital Records 1525 Elm St., 4 <sup>th</sup> Floor Cincinnati, OH 452020 <b>Phone:</b> (513) 352-3120	Norwood City Health Department 2059 Sherman Ave Norwood, OH 45212 <b>Phone:</b> (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