

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, certified check, MasterCard, Discover, or American Express. No personal checks or money orders will be accepted.**

The forms may be obtained from the Information 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
Self-Representation Form (270.01) <ul style="list-style-type: none">- Sign and Complete information if you do not have legal representation
Petition for Adoption of Minor Child (18.0) <ul style="list-style-type: none">- Complete form. Foreign record <ul style="list-style-type: none">- 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. INS approval <ul style="list-style-type: none">- 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.
Entry Setting Hearing on Readoption (H.C. 118.03) <ul style="list-style-type: none">- Fill in the name only. The magistrate will fill in hearing date and time, and sign and date the form.
Affidavit (H.C. 118.10) <ul style="list-style-type: none">- Complete form.- Have form notarized. Petitioner's Account (18.9) <ul style="list-style-type: none">- Complete form.- List all expenses incurred after the foreign adoption was completed for INS purposes.

Statement of Adopted Person (H.C. 118.80)
<ul style="list-style-type: none"> - Fill in name only. - Magistrate will complete.
Decision of Magistrate (H.C. 118.70)
<ul style="list-style-type: none"> - Fill in name only. - Magistrate will complete on day of hearing if readoption granted.
Final Decree of Adoption (Without Interlocutory Order) (18.7)
<ul style="list-style-type: none"> - Complete form. - Magistrate will sign on day of hearing if readoption granted.
Adoption Certificate For Parents (18.8)
<ul style="list-style-type: none"> - Complete form. - Magistrate will sign on day of hearing.
Vital Statistics – Certificate of Adoption
<ul style="list-style-type: none"> - Complete first part of form. - 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.
Petitioner Information Form (118.78)
<ul style="list-style-type: none"> - Complete the form.
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 9 th 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, you (and your attorney, if attorney is obtained) should report to the 9 th 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.
STEP 5: Completion of Petition
<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>Bureau of Vital Statistics Ohio Department of Health 246 North High Street P. O. Box 15098 Columbus, Ohio 43215-0098</p>
The new birth certificate should be received in approximately 4 months.