

## STEP-PARENT/RELATIVE ADOPTION

Deposit of \$142.00

PETITIONERS MUST BE MARRIED AT LEAST ONE YEAR

**BCI & FBI Reports** -Pursuant to O.R.C. 2151.86, the petitioner(s) must submit to a **Criminal Background Check**. (BCI & FBI)

Fingerprints must be submitted electronically through the *Mahoning County Justice Center*, located at 110 5<sup>th</sup> Avenue, Youngstown, Ohio 44503; Phone: 330-480-5000.

You must present a **Driver's License or State Identification Card and Social Security Card**.

Hours of operation are Tuesday through Friday:  
9:00 a.m. to 3:00 p.m. An appointment is not required.

The cost is \$30.00 for BCI and \$30.00 for FBI- a total of \$60.00 for both.

The Sheriff's Dept. will ONLY accept **exact cash or a money order** made payable to the Mahoning County Sheriff.

- **Petition for Adoption** (S.P.F. 18.0) please provide the current address of the biological parents for notice.
- **Consent to Adoption** (S.P.F. 18.9 of biological parent, putative father, or any person having permanent custody. Consent must be executed in the presence of a person authorized to take acknowledgments. The attorney is required to give a copy of signed consent to the parent.
- **Birth Certificate** of Adoptee- must be a certified copy.
- **Petitioner's Account** (Preliminary) (S.P.F. 18.9) Also, please file with the Court a **Final Account** (S.P.F. 18.9) at least ten (10) days prior to the hearing date and a **an itemization of fees/ services rendered**.
- **HEA 2757 Form Certificate of Adoption** Ohio Department of Vital Statistics Form
- **SACWIS** –(Ohio's Statewide Automated Child Welfare Information System Search) The Request for a Search of Ohio's Central Registry on Child Abuse and Neglect must be submitted by the attorney representing the petitioner. This process takes at least eight (8) weeks. The forms and instructions are available online.

[http://www.mcoho.org/document\\_center/CourtProbateDivision/\\_Ohio\\_SACWIS\\_Search\\_Request\\_Form\\_Instructions.pdf](http://www.mcoho.org/document_center/CourtProbateDivision/_Ohio_SACWIS_Search_Request_Form_Instructions.pdf)

- **Ohio Putative Father Certification** A petition for adoption of a child born to an unwed mother must include copies of proof of legal or administrative determinations of parentage. If no determination of parentage has been pursued, then, a certified copy of search results of the *Ohio Putative Father Registry* from the Dept. of Job & Family Services shall be filed with the Petition.
- **Application & Journal Entry for Appointment of Assessor** for the Home Study (M.C. 3.1 and M.C. 3.2) It is imperative that the clients contact an Agency/Assessor to schedule an appointment. Northeast Ohio Adoption Services and Carol Harvey have been approved by the Court to conduct a Home Study. It takes at least eight (8) weeks to have the completion of the home study, the collection and submission of all court-required documents, including medical statements, financial, safety audit and four (4) references. For information regarding the cost and to schedule an appointment please contact one of the following agencies.

Northeast Ohio Services  
(330)856-5582

Carol Harvey  
(330) 853-8483

- **Notice of Hearing-** the Court will send notice to the biological parent by certified mail, return receipt requested unless parental rights of the parent have been terminated. A certified copy of the **order of termination** is required. If the address of the parent is unknown, you must present the court with an **Affidavit** stating that efforts that have been made to locate the biological parent and requesting service by publication. Also accompanying the **Affidavit** should be a **Motion and Judgment Entry for Publication of Notice**. The Court will prepare the notice of hearing.

If there is a pending proceeding in the juvenile or domestic relations court, the probate court will not proceed on a petition for adoption until the matter is concluded in that juvenile or domestic relations court. Please provide the Court with an affidavit stating whether there are any pending proceedings.

Upon the filing of a petition, the petitioner shall disclose to the Court by affidavit whether any back due child support is owed by the birth parents for the proposed adoptee.

- Certified copy of child's birth certificate.
- Certified copy of the marriage record of the adoptive parents
- Certified copy of all divorce decrees for adoptive parents.
- Proof of death of deceased biological parent. (if applicable)