

## FOREIGN ADOPTION PROCEDURES

In order to put a foreign adoption on record or “re-finalize” a foreign adoption, you will need to prepare a Petition of Foreign Adoption and Vital Statistics form. Please complete these forms on line and print them off or type all information; no handwritten documents, please. All signatures must be in **BLUE ink**.

When filing your Petition with the Court, please make sure all documents listed in the Petition are included. If you do not wish to leave the original certified translation with the Court, you will need to bring in the original documents for a clerk to verify and make copies. We will then return the originals to you. You must also show proof of the child’s legal entry into the country (i.e., visa, passport, immigration documents).

No hearing is required on the Petition. The Court will review your documentation and issue an Entry of Foreign Adoption which will recognize the foreign adoption and put the same on record. A certified copy of the entry will be mailed to you (or your attorney, if represented by counsel). The Court will then request a foreign birth record from the Ohio Department of Health. Upon receipt of the same, a copy will be placed in the court file and the original will be forwarded to you (or your attorney, if represented by counsel).

**COST:**        **\$181.50 deposit** due at time of filing Petition. We have amended our deposit to closely reflect the average final cost. If additional copies are required or more than 15 documents recorded, there will be additional charges.

All costs must be paid before the final entry is issued by the Court.

If you have any questions, please call:	Cheri Shaw Probate Clerk’s Office	740-687-7135 740-687-7090
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