

**IN THE COURT OF COMMON PLEAS, FAIRFIELD COUNTY, OHIO
PROBATE DIVISION**

JUDGE TERRE L. VANDERVOORT

**FOREIGN ADOPTION
CHECKLIST**

FILING FEE: Court Costs \$119.00

REQUIREMENTS:

This action may be filed in this court when the adopted child was born in another country, and the adoptive parents are Fairfield County residents.

THE PROCESS:

The documents listed below must be prepared by the applicant or his/her attorney, and brought into the court for filing, along with the filing fee. Once the documents have been approved for filing by the court, the documents will be signed and certified. A hearing will not be necessary unless otherwise determined by the judge.

NOTE: On all paperwork you must use **full names** for everyone (first name, full middle name(s), and last name(s)).

- All paperwork must be typed or neatly written in blue ink.
- All filings must be single-sided. We will not accept double-sided originals.
- Please do not staple original paperwork. We cannot accept filings with staples.

INITIAL FILING

- Self-Representation Acknowledgment (FC Form 75.1) If applicable
 - This form must be filed if applicant is not represented by an attorney.
- Contact Information Form (FC Form 75.3-A)
- Child's Naturalization Paperwork
- A copy of the child's Birth Certificate
 - A Translated Version of the child's Birth Certificate is required if not in English.
- A copy of the Foreign Decree or Certificate of Adoption
 - A Translated Version of the Foreign Decree or Certificate of Adoption is required if not in English
- Petition to Recognize Foreign Adoption (Form 19.2)
- Ohio Dept. of Health Vital Statistics Certificate of Adoption Form
- Statement of Adopted Persons Form (FC Form 103.1)
- Order for Ohio Birth Record for Foreign Born Child (Form 19.3)