

# **PUBLIC AGENCY ADOPTION**

## **I. PETITION FOR ADOPTION**

### A. Attorney provides:

- \* Petition for Adoption (Form 18.0) using full, legal names, no initials and pays court costs.

### B. Agency provides:

- \*Consent (Form 18.3)
- \*Home study/Prefinalization Report (JFS Form 1699)
- \*Social Medical History (JFS Form 1616)
- \*ODH Vital Statistics, Certificate of Adoption (Form HEA 2757) w/original or cert. copy of child's birth certificate

## **II. FINAL HEARING**

### A. After receiving all of the above documents, hearing is scheduled for 6 months after placement of child in home

### B. Petitioners and child must appear

### C. Court provides:

- \*Notice of final hearing to atty; agency and CASA, if applicable (Form 20.11A)
- \*Adoption Certificate for Agency (Form 20.19A)
- \* Request for Notification (Form 20.16)
- \* Final Decree of Adoption (Form 18.7)
- \* Adoption Certificate for Parents

### D. Court forwards documents to State BVS for new birth certificate

### F. Petitioner to wait at least 30 days after the final hearing to order the new birth certificate, following the instructions provided in the packet at the final hearing.