

# PROBATE COURT OF BUTLER COUNTY, OHIO

## PETITION FOR RELEASE OF IDENTIFYING INFORMATION FOR BIOLOGICAL PARENTS/SIBLINGS INFORMATION SHEET

1. These forms are to be used in situations where a person believes they are an adopted person pursuant to **R.C. 3107.39(A)** and are requesting identifying information<sup>1</sup> regarding their biological parents/siblings. **These forms are NOT to be used in situations where a person is requesting copies of particular adoption documents, i.e., the Final Order of Adoption, the Certificate of Adoption.**
2. The Petitioner must be twenty-one (21) years of age or older.
3. If the Petitioner is a resident of the State of Ohio, the Petition should be filed in the probate court of the county in which they reside or in the probate court that entered the Final Decree of Adoption in the adoption proceedings pertaining to them.
4. If the Petitioner is not a resident of the State of Ohio, the Petition should be filed in the probate court that entered the Final Decree of Adoption or, if the Petitioner does not know which probate court entered the Final Decree, in the probate court of any county.
5. The forms must be typewritten.
6. The Petitioner must present two items of identification<sup>2</sup> to the clerk at the time of filing the petition or prior to the information being released. One item of identification must contain a photograph.
7. The \$22.00 filing fee must be received by this Court at the time of filing the Petition. Please confirm the amount with the clerk since filing fees may have changed subsequent to the date of this instruction sheet. This fee must be paid in cash or check.
8. Your request should be answered no later than ninety (90) days from the date the court appoints the agency to perform the tasks described in R.C. 3107.41(B)(2).

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<sup>1</sup>Pursuant to R.C. 3107.01(E) identifying information means any of the following with regard to a person: first name, last name, maiden name, alias, Social Security number, address, telephone number, place of employment, number used to identify the person for the purpose of the statewide education management information system established pursuant to R.C. 3301.0714, and any other number federal or state law requires or permits to be used to identify the person.

<sup>2</sup>As per R.C. 3107.38(A)(2), items of identification include a motor vehicle driver's or commercial driver's license, an identification card issued under R.C. 4507.50 to 4507.52, a marriage application, a Social Security card, a credit card, a military identification card, or an employee identification card.

# PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

## PETITION FOR RELEASE OF INFORMATION

The undersigned Petitioner hereby petitions this Court for release of information concerning his/her adoption, if any, pursuant to R.C. 3107.41 and herein submits the following information concerning himself/herself.

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City, County and State of Birth

\_\_\_\_\_  
Adoptive Name on Birth Certificate

\_\_\_\_\_  
Adoption Case No.

\_\_\_\_\_  
Names of Adopting Parents

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Agency Involved in Adoption (If Known)

\_\_\_\_\_  
Agency Address

Petitioner further says that this Court has jurisdiction to hear this Petition because: (check appropriate box)

- Petitioner is a resident of Butler County, Ohio.
- Petitioner was adopted in the Probate Court of Butler County, Ohio on or about the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
- Petitioner is not a resident of the State of Ohio and does not know which probate court entered the Final Decree of Adoption in the adoption proceeding.

Therefore, the Petitioner hereby requests this Court to appoint an agency and issue an order pursuant to R.C. 3107.41(B)(1) to the Department of Health requiring it to provide the agency with either a copy of the original birth record or, if the department does not possess the original birth record, the identity of the court involved in the Petitioner's adoption.

\_\_\_\_\_  
Petitioner

# PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

## AFFIDAVIT OF ADOPTED PERSON

I, \_\_\_\_\_, being first duly sworn, say that my name after the adoption  
(Adopted Person's Present Name)

proceeding was \_\_\_\_\_ and that I was born on \_\_\_\_\_  
(Adoptive Name) (Date of Birth)

in \_\_\_\_\_.  
(Place of Birth: City and State)

I hereby request that the Department of Health provide the Butler County Probate Court with a copy of my original certificate of birth and copies of all other papers that may be included in my adoption file.

Check appropriate box:

- I have personally appeared and presented two items of identification<sup>1</sup> to the clerk at the time of filing the Petition.
- I am aware that I must personally appear and present two items of identification<sup>1</sup> to the clerk prior to information being released to me.

\_\_\_\_\_  
(Signature of Adopted Person)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

Sworn to before me and subscribed in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Date Commission Expires)

\_\_\_\_\_  
(Official Title)

<sup>1</sup>As per R.C. 3107.38(A)(2), items of identification include a motor vehicle driver's or commercial driver's license, an identification card issued under R.C. 4507.50 to 4507.52, a marriage application, a Social Security card, a credit card, a military identification card, or an employee identification card.  
One item of identification must contain a picture.

# PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

## ORDER APPOINTING AGENCY

Pursuant to the Petition for Release of Information filed on the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ for information concerning an adoption proceeding, if any, this Court appoints  
\_\_\_\_\_ to perform the tasks prescribed in R.C. 3107.41(B)(2).  
(Agency)

Said agency is HEREBY ORDERED to complete said tasks and to return all required reports and  
information to this Court no later than the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. (90 days maximum unless  
extended by the Court)<sup>1</sup>.

\_\_\_\_\_  
Probate Judge

<sup>1</sup> A certified copy of this Order must be delivered to the Appointed Agency along with the Order to ODHS.

# PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_  
(Name after adoption)

CASE NO. \_\_\_\_\_

## ORDER TO DEPARTMENT OF HEALTH

Pursuant to the Petition for Release of Information filed on the \_\_\_\_\_ day of \_\_\_\_\_ ,  
\_\_\_\_\_ for information concerning an adoption proceeding, if any, this Court appoints  
\_\_\_\_\_ to perform the tasks prescribed in R.C. 3107.41(B)(2).  
(Agency)

IT IS HEREBY ORDERED that the Department of Health, State of Ohio, provide said agency with the materials mentioned in R.C. 3107.41(B)(1)(b)<sup>1</sup>.

\_\_\_\_\_  
Probate Judge

<sup>1</sup> A certified copy of this Order must be delivered to ODHS along with the Order appointing the agency.

# PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF THE ADOPTION OF \_\_\_\_\_

(Name after adoption)

CASE NO. \_\_\_\_\_

## ORDER GRANTING PETITION

Upon request of the Petitioner for release of information concerning an adoption proceeding and a subsequent order to \_\_\_\_\_ and the Department of Health to  
(Agency)  
perform the tasks required by R.C. 3107.41, the Court finds that the agency has reported that petitioner's biological parent(s)/ sibling(s) has/ have [check appropriate language] filed an effective release which has not been withdrawn and the agency has provided the Court with a copy of the identifying information.

THE COURT HEREBY GRANTS the Petition in relation to said biological parent(s)/ sibling(s) [check appropriate language] and informs Petitioner of the adoption and that the adoption proceeding took place in \_\_\_\_\_ Probate Court and hereby orders that \_\_\_\_\_  
(County) (Agency)  
release said identifying information to the Petitioner accordingly.

There being no further matters for consideration, this case is hereby closed.

\_\_\_\_\_  
Probate Judge