

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

ANTHONY J. RUSSO, Presiding Judge

LAURA J. GALLAGHER, Judge

REQUIREMENTS OF THE COURT IN OBTAINING BIRTH CERTIFICATE FOR COMPLETED FOREIGN ADOPTIONS

probate.cuyahogacounty.us

PLEASE SUBMIT THE FOLLOWING ITEMS AT TIME OF FILING THE PETITION FOR ADOPTION:

1. One (1) **TYPED** Petition of Foreign Adoption including Cover Page.
2. Two (2) Vital Statistics Certificate of Adoption Forms, per child (Certificate of Adoption form HEA 2757).
Please print neatly in blue or black ink or type.
*****The new birth certificate is prepared from the information on this form. Please write clearly and neatly or type to avoid any delays in receiving your final documentation.**
3. Two (2) typed Statement of Adopted Person forms, per child.
4. Photocopy of certified copy of child's foreign birth certificate with certified translation. Bring original certified copy to the hearing.
5. Photocopy of certified copy of foreign documentation finalizing adoption, along with translations of said documents. Bring original certified copy to the hearing.
6. Bring Naturalization papers or Alien Registration Card of adoptee(s) to hearing, if available
7. **Filing fee is \$140.00. All fees must be paid by cash, money order or credit card (additional fee applies to credit card transactions) made payable to "Cuyahoga County Probate Court".**
8. Each parent must sign the Petition of Foreign Adoption and be present for the hearing.
9. Petition and supporting documentation, are filed in **THE PROBATE CLERKS OFFICE.**
10. It is not required that the child be present for the hearing, however, you may bring them if you wish.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (216) 443-8988 or (216) 443-8989

Please be advised that the court staff is prohibited from giving legal advice to prospective petitioners.