



**Jeffrey D. Mackey, Judge**  
**Franklin County Probate Court**  
373 SOUTH HIGH STREET, 22ND FLOOR, COLUMBUS, OHIO  
43215-6311  
www.probate.franklincountyohio.gov  
Phone: (614) 525-3840  
adoptions-department@franklincountyohio.gov

PC-A-19.8 (Rev. 4-2022)

## ADOPTION INFORMATION REQUEST

- I am an adopted person, requesting a certified copy of the final decree of adoption in my adoption file.
- I am an adopted person, requesting a copy of any non-identifying information available in my adoption file.
- I am an adoptive parent, requesting a certified copy of the final decree of adoption for a child whom I adopted.
- I am an adoptive parent, requesting a copy of any non-identifying information available in my child's adoption file.
- I am a biological parent of a child who was adopted, requesting a copy of any non-identifying information available in the adoption file.
- Other: \_\_\_\_\_

Please provide the following information in order to facilitate a record search:

Case Number (if known): \_\_\_\_\_

Adoptive name of person(s) adopted (if known): \_\_\_\_\_

\_\_\_\_\_

Name(s) of adoptive parent(s) (if known): \_\_\_\_\_

\_\_\_\_\_

Date of birth of person(s) adopted (if known): \_\_\_\_\_

Approximate date of adoption: \_\_\_\_\_

Birth name of person(s) adopted (if known): \_\_\_\_\_

\_\_\_\_\_

Biological parent(s) name (if known): \_\_\_\_\_

\_\_\_\_\_

Please note: Requests must contain, at minimum, the name of the person adopted (either adopted or birth name) and an approximate date of adoption for the record search to occur.

A copy of your photo identification, a self-addressed stamped envelope, and appropriate court costs must be included with this request. Any requests submitted without these items will not be answered.

Certified copies are \$1.00 each. Acceptable forms of payment are cashier's checks or money orders made payable to the Franklin County Probate Court.

Please mail this request to: Franklin County Probate Court  
Attn: Adoption Department  
373 S High St., 22nd Floor  
Columbus, OH 43215