



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. 6-2024)

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, I am requesting a copy of any non-identifying information available in the adoption file.
- Other: _____

Please provide the following information to facilitate a record search:

Case number: _____

Name after adoption: _____

Name of adoptive parent(s): _____

Date of birth of person adopted: _____

Approximate date of adoption: _____

Name before adoption: _____

Biological parent(s) names: _____

Your name and contact information: _____

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.

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.

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.

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