



**Wood County Court of Common Pleas
Probate Division**

Wood County Courthouse
Bowling Green, Ohio 43402
(419) 354-9230

David E. Woessner
Probate Judge

Background Check Instructions-Adoptions

All prospective adoptive parents and anyone 18 and over living with an adoptive parent, must undergo a background check that is satisfactory to the Court. The background check includes the following:

To be initiated and completed by the Petitioners:

BCI Check through the Sheriff's Office:

FBI Check through the Sheriff's Office (only for individuals who have lived outside of Ohio in the last 5 years)

To be completed by the Court:

Local Records Check through the Sheriff's Office (unless the petitioner lives out of county)

State Automated Child Welfare Information System Check (SACWIS) through Job and Family Services (JFS)

When the adoption petition is filed, Probate Court will send the petitioner instructions for completing the BCI/FBI background check.

In order for the Court to complete the local records and JFS checks, the prospective adoptive parent and anyone 18 and over living in the home must complete and file the 19.12 Authorization for Release of Information. Again, this form should be filed with the Petition for Adoption if possible.