

**RELEASE OF ADOPTION INFORMATION**

**THE HONORABLE DAVID E. WOESSNER**  
**WOOD COUNTY PROBATE COURT**  
ONE COURTHOUSE SQUARE  
BOWLING GREEN, OHIO 43402  
(419) 354-9230

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**HOW TO REQUEST INFORMATION OR DOCUMENTS FROM AN ADOPTION FILE**

Due to the confidential nature of adoption information, the Probate Court may limit the release of information or documents contained in an adoption file to comply with Ohio law.

The Ohio Revised Code provides that adopted persons, the parents of an adopted minor, and, in some cases, family members may request information contained in the adoption file of the Wood County Probate Court. **All releases of information are subject to Court approval and judicial discretion.**

A request for copies of adoption documents must be on the forms provided by the Clerk's Office. Upon filing the request, you must present two forms of identification. **One form of identification must be a state issued photo identification card.** If you apply by mail, you must include a copy of two forms of identification.

Depending on the documents requested, the fees range from \$6.00 to \$25.00. The form indicates the exact amount of the filing fee.

**HOW TO REQUEST ADOPTION DOCUMENTS OR INFORMATION**

Who can request information or documents from the adoption file?

Adopted Person OR

Parent of adopted person if the adopted person is:

Between the ages of 18-21 for identifying information  
Under the age of 18 for social & medical and non-identifying OR

In adoptions finalized on or after January 1, 1964:

Family members of a deceased adopted person  
Birth parents of an adopted person who is 18 years of age or older  
Birth siblings of an adopted person who is 18 years of age or older  
Family members of a deceased birth parent

Where do you file the request for release of documents or information from the adoption file?

In the County where you reside OR

In the County where the adoption was finalized

What do you need to file to have the documents or information released?

The Clerk of the Probate Court will provide you with the appropriate forms to file. (Please come prepared with the date the adoption was finalized or the date of the final hearing.)

What information or documents may you request from the adoption file?

The release of both identifying and non-identifying information is governed by the statutes stated in the information section of this document. The release of information depends on the year your adoption was finalized. In addition, the Judge always retains the discretion to refuse the release of information if it does not comply with Ohio law.

Adoptions finalized prior to December 20, 1908:

These records were not recorded at the Ohio Department of Health and can only be found at Probate Court. In this time period, there is no statutory authority to release identifying or non-identifying information to anyone without Court approval.

If your adoption was finalized between December 20, 1908 and January 1, 1964 :

You can request the release of identifying information from the Ohio Department of Health or you can file the 40.0 Petition for Release of Identifying Information in the Probate Court.

You can request a copy of the final decree and adoption certificate, non – identifying information, or social and medical history from this Court by filing a 40.4 Petition for Release of Non-identifying Information. If you wish to obtain the social and medical history only, you may also go directly to the agency who arranged your adoption to request that information.

If your adoption was finalized after January 1, 1964 and prior to September 18, 1996:

You can request identifying information by filing the 40.0 Petition for Release of Information with this Court.

You can request a copy of the final decree and adoption certificate, non-identifying information, or the social and medical history from this Court by filing a 40.4 Petition for Release of Non-identifying Information. If you wish to obtain the social and medical history only, you may also go directly to the agency who arranged your adoption to request that information.

If your adoption was finalized on or after September 17, 1996:

You can request identifying information from the Department of Health.

You can request the final decree and adoption certificate, non-identifying information, or the social and medical history from this Court by filing a 40.4 Petition for Release of Non-identifying Information. If you wish to obtain the social and medical history only, you may also go directly to the agency who arranged your adoption to request that information.

## **IDENTIFICATION**

Adopted persons must prove their identity by presenting two forms of identification to the clerk or including a copy of two forms of identification with the petition if filed by mail. Family members who petition the Court should include proof of their relationship to the adopted person.

## **IF YOU WOULD LIKE ADDITIONAL INFORMATION:**

You can find the laws applicable to the release of information contained in an adoption file under these Ohio Revised Code Sections:

R.C. 3107.17                      R.C. 3107.41                      R.C. 3107.45  
R.C. 3107.66                      R.C. 3107.38

Other information may be obtained from the Ohio Department of Health's website at: <http://www.odh.ohio.gov/index.asp> or by contacting them directly at (614) 466-2531.

If you have questions please contact the Court at (419) 354-9230.