



APPLICATION INFORMATION

The first step required for any person who wishes to adopt a child in Ohio is to complete JFS form 01691 “Application for Child Placement”. There is a “fill-in” form available at: http://www.odjfs.state.oh.us/forms/results1.asp?stype=FORM_NUM&searchPar=JFS%2001691 or you can print a copy to write in the information. (Please note, if you use the online fill-in form, page 5 of the application asks for 3 non-relative references; however, we require 4 non-relative references).

Please keep in mind that this application is your official request to work with Adoption by Gentle Care. All information must be carefully and completely completed before we can approve the application. Every question must be answered and all supporting documentation must be provided before we can approve your application. If your application is not complete, it will be returned to you along with an explanation.

The application is designed for those who wish to become either adoptive parents or foster parents. For this reason, adoptive parents may find some of the questions confusing. To follow are additional instructions/comments on some of the frequent concerns.

Page 1 – Begin by filling in the form starting at “Applicant #1 Name”

Page 2 - **Sleeping Arrangements** – Please complete for each bedroom.

Note – the column “Bedroom” should indicate Master Bedroom, Kids Bedroom 1, Kids Bedroom 2, Guest Bedroom 1, etc.

Directions to home from agency - You can attach a MapQuest and indicate “see attached”. Our address at the agency is:

370 S. Fifth St., Suite 2, Columbus, OH 43215.

Children placed in the home would attend the following schools –

Even if you plan to home school, please complete this section using the school your child would normally be assigned to.

Page 3 - **Are there any pets in the home?**

Please be sure to list/describe each and every pet.

Residential History

Please be sure to list addresses for the last 10 years.

Page 4 - **Employment History**

Please be sure to list employers for the last 10 years. If you do not have an employer or was a student, please be sure to indicate status for last 10 years.

Marriage/Relationship History

OK to indicate N/A if not applicable.



Type of Child Will Consider

Age – Since we work with newborns up to 6-months old, indicate 0-2 Will Consider, and indicate Will Not Consider on the remaining ages.

Sex – Adoption by Gentle Care’s policy is that adoptive families may not request a specific gender. We believe that families should be equally open to adopting an infant of either gender.

Page 5 – **References** - Adoption by Gentle Care requires 4 non-relative references. We would appreciate exactly 4 references. If you provide more than that, we must check each one.

Employer Reference – Please complete this section.

Please double check all of this information and be certain that you have completed each section. No section can be left blank. If you have any questions or need help or clarification to complete your application, please give us a call during regular office hours.

We will send you a letter letting you know when we received your application. If your application is not complete, or if you are missing any documentation, it will be returned to you along with an explanation.

We look forward to working with you and helping you to successfully complete the adoption process.

Sincerely,

The Staff of Adoption by Gentle Care



ADOPTION BY GENTLE CARE

Serving as a partner in creating and sustaining nurturing families

Application Cover Letter

Thank you for your interest in Adoption by Gentle Care. Please return your completed Application for Child Placement, this signed cover letter, and your non-refundable \$195 application fee to:

Adoption by Gentle Care
370 South Fifth Street
Suite #2
Columbus, OH 43215

Please be aware that **ALL** information must be completed in its entirety or we will return your application to you. We are also required to have the ORIGINAL application on file; therefore, we are unable to accept e-mail or fax applications.

You will receive an acknowledgment of your application within 5 days of receipt at our office. This letter will initiate the adoption/homestudy process.

Applicant #1

Date

Email

Best Contact Number

Applicant #2

Date

Email

Best Contact Number

How did you hear about Adoption by Gentle Care?

_____ Google _____ Website _____ Yellow Pages _____ Facebook

_____ Family Member/Friend _____

_____ Other: _____

ODJFS FORM 01691
APPLICATION FOR CHILD PLACEMENT

<http://www.odjfs.state.oh.us/forms/file.asp?id=535&type=application/pdf>