



By my signature below, I \_\_\_\_\_ by virtue of my authority as  
\_\_\_\_\_ of \_\_\_\_\_,  
agency rep name agency name  
agency rep title  
which is an agency duly authorized pursuant to Ohio Revised Code Sections 5103.03 and 5153.16, to accept  
permanent custody of children by surrender, hereby accept permanent custody of \_\_\_\_\_  
child's name  
from \_\_\_\_\_  
parent's name

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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Under Ohio law, Ohio Revised Code Section 5103.15(B), approval of the juvenile court is required if this agreement is entered into by a public children services agency or is executed by a private child placing agency for a child six months of age or older.

By my signature, below, I hereby approve the transfer of permanent custody of \_\_\_\_\_  
child's name  
by the child's parent/guardian to the \_\_\_\_\_  
agency name

I find that continuation in the home is contrary to the best interest of the child and that the placement is in the best interest of the child.

Name of Court: \_\_\_\_\_

Signature of Judge: \_\_\_\_\_ Date: \_\_\_\_\_

This has been duly recorded on page number \_\_\_\_\_ of volume number \_\_\_\_\_ of the records of this court.

## Instructions for Completion of DCY FORM 01666

Enter all information as indicated on the form. These instructions are meant to assist you in gathering and entering the pertinent information to insure the proper execution of a permanent surrender.

|                                |  |
|--------------------------------|--|
| <b>Full name</b>               | Enter the full name of the parent/guardian who is making the permanent surrender.  |
| <b>Age</b>                     | Enter the age of the parent/guardian who is making the permanent surrender.  |
| <b>Child's name</b>            | Enter the full name of the child being surrendered.  |
| <b>Date of birth</b>           | Enter the child's date of birth.   |
| <b>City of birth</b>           | Enter the city in which the child was born.  |
| <b>County of birth</b>         | Enter the county in which the child was born.  |
| <b>State of birth</b>          | Enter the state in which the child was born.   |
| <b>Parent's street address</b> | Enter the address of the current residence of the parent/guardian.   |
| <b>City</b>                    | Enter the city of residence of the parent/guardian.  |
| <b>State</b>                   | Enter the state of residence of the parent/guardian.   |
| <b>Agency name</b>             | Enter the full name of the agency accepting the permanent surrender.   |
| <b>Time</b>                    | Enter the time the permanent surrender was signed by the parent/guardian.  |
| <b>Day</b>                     | Enter the day the permanent surrender was signed by the parent/guardian.   |
| <b>Month</b>                   | Enter the month the permanent surrender was signed by the parent/guardian.   |
| <b>Year</b>                    | Enter the year the permanent surrender was signed by the parent/guardian.  |
| <b>Location</b>                | Enter the location the permanent surrender was signed by the parent/guardian.  |
| <b>Signatures</b>              | Each parent/guardian who is a party to the surrender is required to sign and date the surrender document in the presence of a witness. The signature of the witness is required. |
| <b>Agency rep name</b>         | Enter the name of the agency representative.   |
| <b>Agency rep title</b>        | Enter the appropriate title of the agency representative.  |
| <b>Agency name</b>             | Enter the full name of the agency accepting the permanent surrender.   |
| <b>Child's name</b>            | Enter the full name of the child being surrendered.  |
| <b>Parent's name</b>           | Enter the full name of the parent/guardian who is signing the permanent surrender.   |
| <b>Signature</b>               | The agency representative signs the permanent surrender in the presence of a witness, who also signs the document. It is dated by both at the time of signatures.                |

### COURT APPROVAL OF THE "PERMANENT SURRENDER OF CHILD" FORM

All agreements for permanent surrender involving a public children services agency must be approved by the juvenile court. In addition, children who are six months of age or older, and who are surrendered to private child placing agencies, must be approved by the court. When private child placing agencies accept permanent surrender of a child less than six months of age, for the sole purpose of adoption, approval of the court is not required.

The agency must file a request with the court for approval of the "PERMANENT SURRENDER OF CHILD" form. When an agency requests approval of a permanent surrender, a case plan must accompany the request.