

### Caretaker Authorization Affidavit (CAA) Checklist

Check off all statements which are true. If any statement is not true, do not check the statement. The CAA cannot be filed unless all statements are checked off as being true.

- The CAA form is:
  - Provided by the Court.
  - Identical in content as the Court's
- The form is legible (all information is readable).
- The CAA is signed by the grandparent(s).
- The CAA contains the address, driver's license # or identification card #, and date of birth of the signing grandparent.
- The grandparent's residence is in the state of Ohio.
- The CAA contains the name of the child and the child's date of birth.
- The child is under the age of 18.
- The CAA packet contains complete and legible answers to all questions set forth on the Affidavit in Compliance with 3127.23 ORC and the Information Form Required for Filing of Power of Attorney / Caretaker Authorization Affidavit Actions.
- There are no pending proceedings regarding the child for: the appointment of a guardian or for an adoption; temporary, permanent, or legal custody, or for placement in a planned permanent living arrangement; an ex parte emergency order; divorce, dissolution, legal separation, annulment, or allocation of parental rights responsibilities.
- The CAA is correctly notarized (Signed and dated by the notary public, sealed and stamped).
- The CAA was signed and notarized within the past five days.
- There is no other non-expired CAA or Power of Attorney (POA) existing with the court regarding the child.

**This document should be filed with the CAA.**