

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA
ORPHANS' COURT DIVISION

BASIC ADOPTION CHECKLIST

(Does Not Apply to Foreign-Born Adoptees – See Pa.O.C. Rules 15.8 and 15.9)

File Number Assigned: _____

Adoptee's Name (as on birth certificate): _____

Petitioner(s) for Adoption/Prospective Adoptive Parent(s):

_____ *Relationship to Adoptee:* _____

_____ *Relationship to Adoptee:* _____

Married to each other: Y N

Natural Mother's Name: _____

Natural Father's Name: _____

JURISDICTION

___ York County is a proper venue pursuant to 23 Pa.C.S. § 2302: (1) ___ (2) ___ or (3) ___

PROCEEDINGS PRIOR TO PETITION TO ADOPT

Report of Intention to Adopt (§ 2531) _____ Not Required (§ 2531(c))

___ Contents of Report of Intention to Adopt complete (§ 2531(b) and Y.C.O.C.R. 15.1.2(b))

___ Caption ___ Nature of Proceedings ___ File # ___ Signature of Atty. with ___ Address

___ Telephone # ___ Atty. ID # **OR**

___ Signature of Petitioner(s) with ___ Address ___ Telephone #

___ Circumstances of placement including date of conclusion of preplacement investigation

___ Adoptee's Name ___ Sex ___ Race ___ Age ___ Date/Place of Birth ___ Religion

___ Name and address of intermediary

___ Itemized accounting of monies paid to intermediary

___ Statement regarding whether parent(s) whose parental rights are to be terminated received counseling

___ Name, address, signature of person(s) making report with statement of acknowledgement

___ Filed within 30 days of receipt of custody or physical care (§ 2532)

Report of Intermediary (§ 2533)

___ Not Required

Name of Intermediary: _____

___ Contents of Report of Intermediary Complete (§ 2533(b)(1-12))

___ Name and address of intermediary

___ Adoptee's Name ___ Sex ___ Race ___ Age ___ Date/Place of Birth ___ Religion

___ Date of placement

___ Natural Mother's Name ___ Race ___ Age ___ Marital Status ___ Religion

___ Natural Father's Name ___ Race ___ Age ___ Marital Status ___ Religion

___ Info for termination proceedings ___ Natural Mother ___ Natural Father

___ Residence of natural parents (if no termination)

___ Statement that § 2711 consents are attached as required

___ Itemized accounting of monies paid to intermediary

___ Description and statement of value of adoptee's property

___ Statement that interstate placement of children statute hasn't been violated

___ Statement explaining absence of birth certificate/certification of registration

___ Statement explaining whether medical history information has been obtained

___ Filed within six months after filing of Report of Intention to Adopt

___ All required exhibits are attached (§ 2534)

___ Birth Certificate/Certification of Registration

___ Consents to adoption under § 2711

___ Certified copy of decree of termination of parental rights

___ Home study investigation is attached (§ 2530(a))

Termination of Parental Rights

___ Option 1: **Prior Court Decree Terminated Rights** (§ 2521)

___ Mother ___ Father

Date of Decree(s): _____ Name of Court: _____

___ Option 2: **Voluntary Relinquishment** (§§ 2502-2503)

___ Mother ___ Father

___ Option 3: **Petition to Confirm Consent** (§ 2504) ___ Mother ___ Father

___ Option 4: **Petition for Involuntary Termination** (§ 2511) ___ Mother ___ Father
___ Statutory grounds for termination listed in Petition: § 2511(a)(___)

___ Option 5: **Parent(s) Deceased Obviating Need for Termination(s)** ___ Mother ___ Father

___ **Certification of Acknowledgment of Paternity** from Local Domestic Relations office indicating whether claims or acknowledgments of paternity have been filed with the Department of Public Welfare, Bureau of Child Support Enforcement (Y.C.O.C.R. 15.4.1.)

*** Use Form on York County Clerk of Orphans' Court website***

___ Not Applicable b/c adoptee was not born in Pennsylvania

___ Not Applicable b/c termination of parental rights is not being sought

ADOPTION PROCEEDING

Petition for Adoption

___ All Required Contents included (§ 2701 and Y.C.O.C.R. 15.1.2)

___ Caption ___ Nature of Proceedings ___ File # ___ Signature of Atty. with ___ Address

___ Telephone # ___ Atty. ID # **OR**

___ Signature of Petitioner(s) with ___ Address ___ Telephone #

___ Petitioner(s) Name ___ Residence ___ Marital Status ___ Age ___ Occupation

___ Religion ___ Race ___ Telephone # ___ Relationship to Adoptee

___ Statement of filing home study/preplacement report, report of intention to adopt, and report of intermediary if required

___ Name and address of intermediary

___ Adoptee's Name and length of time of placement with Petitioner(s)

___ Vital statistics provided if no intermediary report or Adoptee over 18 YOA (§ 2533)

___ Adoptee's new name (if any): _____

___ Statement that § 2711 consents are attached as required

___ Statement that Petitioner(s) desire to establish a parental relationship

___ Statement explaining absence of birth certificate/certification of registration

___ All Required Exhibits Included (§§ 2711-2714)

___ Adoptee's Birth Certificate or Registration (§ 2534)

___ ___ Federal criminal history record (§ 6344; Y.C.O.C.R. 15.1.2 (c)) ___ Not Required

___ ___ PA childline clearance (§ 6344; Y.C.O.C.R. 15.1.2(c)) ___ Not Required

___ PA criminal history report (§ 6344; Y.C.O.C.R. 15.1.2(c)) ___ Not Required

___ Consents

___ Consent by Agency ___ Not Required

___ Consent by Adoptee (if over 12 YOA) ___ Not Required

___ Consent by Natural Mother > 72 hours after birth ___ Not Required

___ Consent by Natural Father ___ Not Required

___ Consent by Non-Petitioning Spouse ___ Not Required

** All consents must include ___ Date ___ Place of Execution ___
Names, addresses, and signatures of two witnesses ___ Relationship of
witnesses to consentor**

___ Supporting affidavit from counsel in foreign jurisdiction that any consent given
outside PA was given in accordance with the law of the jurisdiction where executed.
(§ 2711(c)) ___ Not Required

___ Act 101 Notice(s) (Executed or Proof of Service with blank notice attached)

___ Petitioner(s)

___ Natural Mother (Non-petitioning)

___ Natural Father (Non-petitioning)

___ Notice of Adoption to Grandparents if Petitioners are not married

MISCELLANEOUS

___ Request to Waive \$75 filing fee b/c special-needs child or financial hardship (§ 2505(e))

___ Application for Change of Name for Adult Adoptee (Y.C.O.C.R. 15.5.2)

___ Clerk has Forwarded Application and Fingerprint Card to Pennsylvania State Police

___ Petition Seeking Authority to Provide Notice by Publication (Y.C.O.C.R. 15.5.1)

___ Petition to Waive Notice in Special Circumstances (Y.C.O.C.R. 15.5.1)