

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:* \_\_\_\_\_

**Natural Mother's Name:** \_\_\_\_\_

**Natural Father's Name:** \_\_\_\_\_

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**JURISDICTION**

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

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**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)

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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))

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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

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### **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 consenter\*\*

\_\_\_ 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)

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**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)