

**COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

**CLEARANCE INFORMATION – ADOPTION CASES**

Pennsylvania Resident Prospective Adoptive Parents AND all household members over the age of 18 must have the following clearances:

- PA State Police
- PA ChildLine
- PA FBI Fingerprints
- Out-of-state Child Abuse Clearances if applicable (see below)

Prospective Adoptive Parents from other states AND all household members over the age of 18 must have the following clearances:

- PA State Police
- PA ChildLine
- All required clearances from their state
- Out-of-state Child Abuse Clearances if applicable (see below)

Instructions for how to obtain required clearances are below. Additional information is available through the Pennsylvania Department of Human Services at <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

**PA State Police Clearance**

Web Address: <https://epatch.state.pa.us>

Fee: \$22/clearance

- Click “Submit a New Record Check”.
- Fill out all required information.
- Select “Adoption” for the reason for the clearance.
- When the clearance comes up, click on the Control Number to bring up the Certificate form for printing.
- The clearance is available immediately to be printed.

**PA ChildLine (Child Abuse Clearance)**

Web Address: <https://www.compass.state.pa.us/cwis/Public/home>

Fee: \$13/clearance

- Create an account with Compass by clicking “Create Individual Account”.
- Create a “Keystone ID” and fill out the required information (including selecting security questions).

- Check your email for the temporary password, return to the Compass site and log in with the temporary password, then reset your password and log in again.
- Select “Prospective Adoptive Parent” for Application Purpose.
- Fill out all required information (Please note, you will be asked to provide all addresses at which you have resided in since 1975, as well as every person with whom you have resided).
- The clearance takes 1-3 weeks to receive, and can be received by email as well as mail.

### **PA FBI Fingerprints (Identogo)**

Web Address: <https://www.identogo.com/locations/pennsylvania>

Fee: \$23.85

Service Code: 1KG72V (Prospective Adoptive Parents)

- Select “Digital Fingerprinting” and enter your service code (all codes can be found at <http://www.dhs.pa.gov/citizens/clearancesbackgroundchecks/index.htm>). The code for Prospective Adoptive Parents is 1KG72V.
- Select “Schedule or Manage Appointment” and enter information to pre-enroll (required).
- On the next screen you can find a location and schedule an appointment. An appointment is not necessary, but will likely reduce your wait time.
- The Identogo website includes information about what identifying documents to bring to the appointment.
- The clearance takes 1-3 weeks to receive and is sent by mail.

### **Out-of-State Child Abuse Clearances**

Web Address: <http://centerforchildwelfare.fmhi.usf.edu/ChildProtective/AdamWalsh.pdf>

Fee: Varies

- If a prospective Adoptive Parents has resided in any other state in the last 5 years, they must obtain a Child Abuse Clearance from that state in addition to their home state.
- Each state has its own Child Abuse Clearance process. The link above includes information for each state, and is continually updated.

**COURT USE ONLY**

Assigned Judge: \_\_\_\_\_

Reviewed by OCA: \_\_\_\_\_

Case No.: \_\_\_\_\_

Reviewed by Judge: \_\_\_\_\_

**Court Of Common Pleas of Montgomery County  
Orphans' Court Division**

**Adoption Home Study Cover Sheet**

Please provide the following information and attach to the Adoption Home Study with Clearances

**INTERMEDIARY & FILING PARTIES**

Person Completing Cover Sheet: \_\_\_\_\_ Title: \_\_\_\_\_

Agency acting as Intermediary: \_\_\_\_\_ Attorney: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**PROSPECTIVE ADOPTEE**

Name as on Original Birth Certificate

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:  Male  Female

Other: \_\_\_\_\_

Race / Ethnic Group (Check all that apply)

Ethnicity Hispanic  Yes  No

American Indian / Alaskan Native

Asian

Black / African American

Native Hawaiian / Other Pacific Islander

White

**PROSPECTIVE ADOPTIVE PARENT 1**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Brief Work Schedule: \_\_\_\_\_

Job Title: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Gender:  Male  Female

Other: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Race / Ethnic Group (Check all that apply)

Ethnicity Hispanic  Yes  No

American Indian / Alaskan Native

Asian

Black / African American

Native Hawaiian / Other Pacific Islander

White

Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PROSPECTIVE ADOPTIVE PARENT 2**

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Brief Work Schedule:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Annual Salary:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Place of Birth:**  
\_\_\_\_\_

**Gender:**  Male  Female

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

**Marital Status:** \_\_\_\_\_

**Race / Ethnic Group (Check all that apply)**

**Ethnicity Hispanic**  Yes  No

**American Indian / Alaskan Native**

**Asian**

**Black / African American**

**Native Hawaiian / Other Pacific Islander**

**White**

**Street Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**FINANCIAL INFORMATION**

**Annual Household income:** \_\_\_\_\_

**Income Sources (Please List):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assets (Total):** \_\_\_\_\_

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

**Retirement Funds:** \_\_\_\_\_

**Bank Accounts:** \_\_\_\_\_

**Liabilities (Total):** \_\_\_\_\_

**Mortgage Loan:** \_\_\_\_\_

**Car Loans:** \_\_\_\_\_

**Credit Card Debt:** \_\_\_\_\_

**Other liabilities (Please List):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Net Worth (Assets – Liabilities):**  
\_\_\_\_\_

**Monthly Household Income:** \_\_\_\_\_

**Monthly Expenditures:** \_\_\_\_\_

**Mortgage/Rent:** \_\_\_\_\_

**Car Payment:** \_\_\_\_\_

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

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

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

**Other Monthly Expenditures (Please List):**

(Ex: Student Loans, Childcare, etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Monthly Net Worth (Income – Expenditures):**  
\_\_\_\_\_

**CLEARANCE INFORMATION (include date of most recent clearances)**

**Parent 1:** \_\_\_\_\_

**PA State Police:** \_\_\_\_\_

**FBI Fingerprints:** \_\_\_\_\_

**Child Abuse:** \_\_\_\_\_

**Has Parent 1 lived outside PA in the last 5 years?**

Yes  No

**If yes, what state?** \_\_\_\_\_

**Date of state's Child Abuse Clearance:** \_\_\_\_\_

**Parent 2:** \_\_\_\_\_

**PA State Police:** \_\_\_\_\_

**FBI Fingerprints:** \_\_\_\_\_

**Child Abuse:** \_\_\_\_\_

**Has Parent 2 lived outside PA in the last 5 years?**

Yes  No

**If yes, what state?** \_\_\_\_\_

**Date of state's Child Abuse Clearance:** \_\_\_\_\_

**STATUS OF BIRTH PARENTS' PARENTAL RIGHTS**

*Birth Mother*

**Date of Final Termination Decree:** \_\_\_\_\_ **Name of Court:** \_\_\_\_\_

*Birth Father*

**Date of Final Termination Decree:** \_\_\_\_\_ **Name of Court:** \_\_\_\_\_

*Putative Father:*

**Date of Final Termination Decree:** \_\_\_\_\_ **Name of Court:** \_\_\_\_\_

**CIRCUMSTANCES OF PLACEMENT**

Empty box for Circumstances of Placement.



## COUNTY OF MONTGOMERY

**ASHLEY KODET**  
ADMINISTRATOR  
ORPHANS' COURT SERVICES

**MONTGOMERY COUNTY ORPHANS' COURT**  
P.O. BOX 311  
NORRISTOWN, PENNSYLVANIA  
19404-0311

Tele: (610) 278-3952  
Fax: (610) 994-2812  
Email: [akodet@montcopa.org](mailto:akodet@montcopa.org)

The following is a list of licensed adoption agencies in Montgomery County. These agencies provide counseling services in addition to placement services.

For additional information regarding Court referral for counseling services, as provided for in the amendments to Title 23, please contact the Administrator of Orphans' Court Services at (610) 278-3952.

**A BRAVE CHOICE**  
1011 Cedargrove Road  
Wynnewood, PA 19096  
610-642-7288

**HAVEN ADOPTIONS**  
328 East Ormandy Place  
Ambler, PA 19002  
1-866-216-4643  
[www.haven-adoptions.com](http://www.haven-adoptions.com)

**ADOPTIONS FROM THE HEART**  
30-31 Hampstead Circle  
Wynnewood, PA 19096  
610-642-7200  
[www.afth.org](http://www.afth.org)

**OPEN ARMS ADOPTION NETWORK**  
432 Tulpehocken Avenue  
Suite 2  
Elkins Park, PA 19027  
1-888-673-6276  
[www.openarmsadoption.net](http://www.openarmsadoption.net)

**BETHANY CHRISTIAN SERVICES**  
610 Old York Road  
Suite 220  
Jenkintown, PA 19046  
215-376-6200  
[www.bethany.org/Philadelphia](http://www.bethany.org/Philadelphia)

**TRANSITIONS ADOPTION AGENCY**  
219 W. Main Street  
Suite 2R  
Trappe, PA 19426  
610-642-4155  
[www.transitionsadoption.com](http://www.transitionsadoption.com)