

## Petition for Adoption Checklist (Intermediary)

### *To Be Filed Prior to Petition to Adopt*

\_\_\_ Report of Intention to Adopt (not required in relative adoptions)

\_\_\_ Report of Intermediary

### *To Be Attached to the Petition in the order they appear:*

\_\_\_ Preliminary Decree

\_\_\_ Final Decree

\_\_\_ Petition for Adoption

\_\_\_ Signed by Attorney or Petitioner

\_\_\_ Verified by Petitioner

\_\_\_ *Petitioners are Adopting Parents*

\_\_\_ Consents as required for specific situation

\_\_\_ Consent of Adoptee if over 12 years old (if applicable)

\_\_\_ Consent of Intermediary

\_\_\_ Birth Certificate

\_\_\_ Adopting Parents' Marriage license (if applicable)

\_\_\_ Form H105.091 Certificate of Adoption

\_\_\_ Certified copies of out-of-county decrees terminating parental rights of birth parents

\_\_\_ Post-Placement Reports (not required in relative adoptions)

\_\_\_ Acknowledgement of Act 101 Notification signed by Birth Parents & Adopting Parents

### *If not provided with Report of Intent, Please Attach:*

\_\_\_ Home Study (not required in relative adoptions)

\_\_\_ Clearances (PA State Police, FBI Fingerprints, Child Abuse) – all members of the household over age 18

\_\_\_ Out-of-State Child Abuse Clearances if resided out of the state of PA in the last 5 years – all members of the household over age 18

\_\_\_ Certification of Fees & Costs paid to intermediaries and attorneys

\*Adoptive parent(s) and adoptee are required to attend hearing\*

## Petition for Adoption Checklist (Step-Parent)

*To Be Filed Prior to or Simultaneously with Petition to Adopt*

\_\_\_\_\_ Petition to Address Birth Parents' Rights (Petition to Confirm Consent, Petition for Voluntary Relinquishment, or Petition for Involuntary Termination)

*To Be Attached to the Petition in the order they appear:*

\_\_\_\_\_ Preliminary Decree

\_\_\_\_\_ Final Decree

\_\_\_\_\_ Petition for Adoption

\_\_\_\_\_ Signed by Attorney or Petitioner

\_\_\_\_\_ Verified by Petitioner

\_\_\_\_\_ *Petitioner is Adopting Step-Parent*

\_\_\_\_\_ Consents as required for specific situation

\_\_\_\_\_ Consent of Adoptee if over 12 years old (if applicable)

\_\_\_\_\_ Consent of Biological Parent (Joinder)

\_\_\_\_\_ Birth Certificate

\_\_\_\_\_ Adopting Parents' Marriage license (if applicable)

\_\_\_\_\_ Form H105.091 Certificate of Adoption

\_\_\_\_\_ Clearances (PA State Police, FBI Fingerprints, Child Abuse) – all members of the household over age 18

\_\_\_\_\_ Out-of-State Child Abuse Clearances if resided out of the state of PA in the last 5 years – all members of the household over age 18

\_\_\_\_\_ Certification of Fees & Costs paid to intermediaries and attorneys

\_\_\_\_\_ Certified copies of out-of-county decrees terminating parental rights of birth parent

\_\_\_\_\_ Acknowledgement of Act 101 Notification signed by Birth Parents & Adopting Parents

\*Adoptive parent(s) and adoptee are required to attend hearing\*

## **Petition for Adoption Checklist (Adult Adoption)**

*To Be Attached to the Petition in the order they appear:*

- \_\_\_ Preliminary Decree
- \_\_\_ Final Decree
- \_\_\_ Petition for Adoption
  - \_\_\_ Signed by Attorney or Petitioner
  - \_\_\_ Verified by Petitioner
  - \_\_\_ *Petitioner is Adopting Parent*
- \_\_\_ Consent of Adoptee
- \_\_\_ Birth Certificate
- \_\_\_ Adopting Parents' Marriage license (if applicable)
- \_\_\_ Form H105.091 Certificate of Adoption
- \_\_\_ Attorney's Fees & Costs Statement (if applicable)

**\*Adoptive parent(s) and adoptee are required to attend hearing\***

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

**No. 20    -A**

IN RE: Adoption of

\_\_\_\_\_  
(ADOPTEE's initials as on birth certificate)

**PETITION FOR ADOPTION**  
(23 Pa.C.S.A. § 2701)

TO THE HONORABLE JUDGES OF SAID COURT:

The Petition of \_\_\_\_\_  
[Names of Petitioner(s)]

\_\_\_\_\_ respectfully represents:

**GENERAL INFORMATION**

1.     ADOPTEE's name as on birth certificate (unless attached to Report of Intermediary, attach original birth certificate or certificate of registration of birth, or state a reason why certificate cannot be provided):

\_\_\_\_\_

2.     Name requested for ADOPTEE after adoption:

\_\_\_\_\_

3.     If a Report of Intention to Adopt is required, state date of filing:

\_\_\_\_\_

4.     If ADOPTEE's Birth parent(s) is/are deceased, list name(s), date(s), of death and attach original or certified death certificates(s):

\_\_\_\_\_

5.     If ADOPTEE's Birth parent(s)' parental rights was/were terminated, state name(s), date(s), place(s) and manner of terminating the parental rights: (attach a certified copy of termination

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\*This petition conforms to the Adoption Act, 23 Pa. C.S § 2101, *et seq.*, as amended through September 3, 2019. Future revisions to the statute may make this petition inadequate.

decree if termination was not obtained in Montgomery County)

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6. Name & address of Intermediary, if any:

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7. If physical care or custody of ADOPTEE was placed with adoptive parent(s) by Intermediary, answer the following: (23 Pa.C.S.A. §2530)

a) Date of placement: \_\_\_\_\_

b) Place of placement: \_\_\_\_\_

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c) Circumstances of placement:

d) Was a favorable home study completed by a local public child-care agency, and adoption agency or a court designated licensed social worker prior to said placement?

Yes

No

Date filed: \_\_\_\_\_

(1) Does the investigative report contain a Pennsylvania State Police, child abuse clearance and FBI Fingerprint clearance as required by 23 Pa.C.S.A. §6344(b)?

Yes

No

(2) Does the investigative report contain out-of-state child abuse clearances if the petitioners resided outside the state in the last 5 years, as required by 23 Pa.C.S.A. §6344(d)?

Yes

No

e) Did Intermediary make an interim placement pursuant to 23 Pa.C.S.A. §2530(c)?

Yes

No

If yes, answer the following:

(1) Was the Court immediately notified of the interim placement and the identity of the individual or agency conducting the home study? (Affidavit)

Yes

No

If no, explain why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **ADOPTEE:**

a) Pre-adoption name (as it appears on birth certificate):

\_\_\_\_\_

b) Post-adoption name:

\_\_\_\_\_

c) Date of birth: \_\_\_\_\_

d) Place of Birth: \_\_\_\_\_

e) Date and place of initial placement with adopting parent(s):

\_\_\_\_\_

\_\_\_\_\_

f) Length of residence with adopting parent(s): \_\_\_\_\_

g) Religious affiliation of ADOPTEE: (specific affiliation; *i.e.*, not Protestant, but Lutheran)

(1) Pre-adoption: \_\_\_\_\_

(2) Post-adoption: \_\_\_\_\_

h) Racial background of ADOPTEE: \_\_\_\_\_

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i) If ADOPTEE is over 12 years of age, is ADOPTEE's written consent attached:  
Yes No

j) Has ADOPTEE's birth certificate or certification of registration of birth been made a part of the record in these proceedings?  
Yes No

(1) If no, it must be attached to this petition.

(2) If no birth certificate or certification of registration of birth can be obtained, a statement of the reasons therefor and an allegation of the effort made to obtain the certificate must be presented to the Court with a request that the Court establish a date a place of birth at the adoption hearing on the basis of the evidence presented [See 23 Pa.C.S.A. §2701(9)].

k) List assets possessed or owned by ADOPTEE and the value of these assets:

l) Marital status of ADOPTEE: \_\_\_\_\_

(1) If married, state date of marriage and spouse's name, age and address:

\_\_\_\_\_  
\_\_\_\_\_

9. **ADOPTING MOTHER:**

Note: A consenting Birth mother in a step-parent adoption is not considered an adopting mother. If this adoption involves a consenting Birth mother in a step-parent adoption, do not complete part 9 of the petition.

a) Present name: \_\_\_\_\_

b) Maiden name: \_\_\_\_\_

c) Date of Birth: \_\_\_\_\_

d) Place of Birth: \_\_\_\_\_

e) Marital status: \_\_\_\_\_

f) Name of present spouse (copy of marriage license attached):

\_\_\_\_\_

- g) Date and place of most recent marriage:  
\_\_\_\_\_
- h) Name(s) and age(s) of person(s) who presently live in your household:  
\_\_\_\_\_  
\_\_\_\_\_
- i) Present address: \_\_\_\_\_  
\_\_\_\_\_
- j) How long have you lived at this present address: \_\_\_\_\_
- k) List residences during the past five years:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- l) Are you related to ADOPTEE?            Yes            No  
(1) If yes, state relationship: \_\_\_\_\_
- m) Religious affiliation: \_\_\_\_\_
- n) Racial background: \_\_\_\_\_
- o) Occupation: \_\_\_\_\_

10. **ADOPTING FATHER:**

**Note:** A consenting Birth father in a stepparent adoption is not considered an adopting father. If this adoption involves a consenting Birth father in a step-parent adoption, do not complete part 10 of the petition.

- a) Name: \_\_\_\_\_
- b) Date of Birth: \_\_\_\_\_
- c) Place of Birth: \_\_\_\_\_
- d) Marital status: \_\_\_\_\_



e) Name of present spouse (copy of marriage license attached):  
\_\_\_\_\_

f) Date and place of most recent marriage: \_\_\_\_\_

g) Name(s) and age(s) of person(s) who presently live in your household:  
\_\_\_\_\_  
\_\_\_\_\_

h) Present address: \_\_\_\_\_  
\_\_\_\_\_

i) How long have you lived at this present address: \_\_\_\_\_

j) List residences during the past five years:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

k) Are you related to ADOPTEE?                      Yes                      No  
(1) If yes, state relationship: \_\_\_\_\_

l) Religious affiliation: \_\_\_\_\_

m) Racial background: \_\_\_\_\_

n) Occupation: \_\_\_\_\_

11. If there is NO Intermediary or if no Report of the Intermediary has been filed or if ADOPTEE is over the age of 18 years, complete the following: [See 23 Pa.C.S.A. §2701(5)].

a) **BIRTH MOTHER:**  
(1) Name: \_\_\_\_\_  
(2) Address: \_\_\_\_\_  
\_\_\_\_\_  
(3) Age and date of birth: \_\_\_\_\_

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14. Have adopting parent(s) received medical history information about ADOPTEE?

Yes

No

a) If not obtained, state reason therefore. [See 23 Pa.C.S.A. §2533 (12)]

15. Petitioner(s) have attached a disclosure certified by counsel for the petitioner(s) setting forth the amount of fees and expenses paid or to be paid to counsel, and any other fees, costs and expenses paid or to be paid to an intermediary or any other person or institution, in connection with the adoption.

WHEREFORE, petitioner(s) pray for a Decree of adoption which creates the relationship of parent(s) and child between the petitioner(s) and the ADOPTEE.

\_\_\_\_\_

(Signature of petitioner)

\_\_\_\_\_

(Signature of petitioner)

\_\_\_\_\_

(Type / Print name)

\_\_\_\_\_

(Type / Print name)

ATTORNEY FOR PETITIONER(S):

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Type / Print name)

### Verification

I verify that the statements made in the foregoing petition are true and correct. I understand that false statements herein are made subject to the penalties of Section 4904 of the Pennsylvania Crimes Code relating to unsworn falsifications to authorities.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type / Print name)

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

No. 20 -A

IN RE: Adoption of

\_\_\_\_\_  
(ADOPTEE's initials as on birth certificate)

**CONSENT OF ADOPTEE**  
(23 Pa.C.S.A. §2711)

1. I am over twelve years of age, have read the forgoing petition and consent to my adoption by \_\_\_\_\_ and \_\_\_\_\_.

2. I also agree to having my name changed to: \_\_\_\_\_.

Date: \_\_\_\_\_  
(Signature of ADOPTEE)

Place where consent was executed: \_\_\_\_\_

WITNESS

ADDRESS OF WITNESS

\_\_\_\_\_  
(Signature)

\_\_\_\_\_

\_\_\_\_\_  
(Print/Type name)

\_\_\_\_\_

Relationship to ADOPTEE: \_\_\_\_\_

WITNESS

ADDRESS OF WITNESS

\_\_\_\_\_  
(Signature)

\_\_\_\_\_

\_\_\_\_\_  
(Print/Type name)

\_\_\_\_\_

Relationship to ADOPTEE: \_\_\_\_\_

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\*This consent conforms to the Adoption Act, 23 Pa. C.S.A. §2101, *et seq.*, as amended through September 3, 2019. Future revisions to the statute may render this consent inadequate.

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

**No. 20 -A**

IN RE: Adoption of

\_\_\_\_\_  
(ADOPTEE's initials as on birth certificate)

**CONSENT OF BIRTH PARENT TO STEPPARENT ADOPTION**  
(23 Pa.C.S.A. §2711)

As a Birth Parent (or Parent by former adoption) to the above-identified child, I consent to his/her adoption by my spouse. I believe it is in the best interest of my child. I further agree to the name change, if any, requested in the Petition for Adoption. I understand that this adoption by my spouse will not change my relationship with my child.

Date: \_\_\_\_\_  
(Signature of Birth or Adoptive Parent)

Place where consent was executed: \_\_\_\_\_

WITNESS

ADDRESS OF WITNESS

\_\_\_\_\_  
(Signature)

\_\_\_\_\_

\_\_\_\_\_  
(Print/type name)

\_\_\_\_\_

Relationship to consenter: \_\_\_\_\_

WITNESS

ADDRESS OF WITNESS

\_\_\_\_\_  
(Signature)

\_\_\_\_\_

\_\_\_\_\_  
(Print/type name)

\_\_\_\_\_

Relationship to consenter: \_\_\_\_\_

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\*This consent conforms to the Adoption Act, 23 Pa. C.S.A. §2101, *et seq.*, as amended through September 3, 2019. Future revisions to the statute may render this consent inadequate.

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

No. 20 -A

IN RE: Adoption of

\_\_\_\_\_  
(ADOPTEE's initials as on birth certificate)

**PETITION FOR ADOPTION**

**CONSENT TO ADOPTION**

We hereby certify that \_\_\_\_\_ is an agency licensed by  
the Commonwealth of Pennsylvania and that its office has been awarded care and custody of  
\_\_\_\_\_. \_\_\_\_\_ consents to the  
adoption of \_\_\_\_\_ by \_\_\_\_\_,  
Petitioner(s).

\_\_\_\_\_  
Agency Representative Signature

\_\_\_\_\_  
Agency Representative Name

\_\_\_\_\_  
Date

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

NO. 20 -A

IN RE: Adoption of \_\_\_\_\_  
\_\_\_\_\_

**PETITION FOR ADOPTION**

**PRELIMINARY DECREE**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon consideration of the attached petition for adoption of the child \_\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_, it is ORDERED AND DECREED that hearing is set for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ . m. in Courtroom \_\_\_\_, 4<sup>th</sup> Floor, One Montgomery Plaza, Swede and Airy Streets, Norristown, Pennsylvania.

At least ten days written notice of the time, place and nature of the hearing shall be given to all persons whose consents are required and who have not waived such notice.

Method of providing notice shall conform to PA Orphans' Court Rule No. 15.6.

**BY THE COURT:**

\_\_\_\_\_  
J.

Copy of the above decree  
mailed \_\_\_\_\_ to:  
\_\_\_\_\_



IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY PENNSYLVANIA  
ORPHANS' COURT DIVISION

NO. 20 -A

IN RE: Adoption of \_\_\_\_\_

**FINAL ADOPTION DECREE**

**AND NOW**, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, after hearing and review of the record, the court makes the following findings:

1. This Court has jurisdiction, and all requirements of the Adoption Act have been met.
2. \_\_\_\_\_ is \_\_\_\_\_ years of age, being born on \_\_\_\_\_.
3. The adopting parents and the adoptee have appeared before this court. (23 Pa. C.S.A. § 2723)
  - a. If the ADOPTEE is over 12 years of age, the ADOPTEE'S consent is necessary.  
(23 Pa. C.S.A. §2711(a)(1))
4. The statements made in the adoption petition are true and correct.
5. The needs and welfare of adoptee will be promoted by approval of this adoption.
6. It is in the adoptee's best interest that the Court approves the adoption.

THEREFORE THE COURT HEREBY ORDERS AND DECREES the following:

1. The request for adoption is hereby approved and the above captioned adoptee shall be and is hereby adopted by \_\_\_\_\_.
2. The adoptee shall have all the rights of a child and heir of the adopting parent and shall be subject to the duties of such child.
3. The adoptee shall hereafter be known as \_\_\_\_\_.

BY THE COURT:

\_\_\_\_\_  
**J.**

Copies of the above e-filed \_\_\_\_\_ to:

\_\_\_\_\_  
Judicial Court Clerk

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY PENNSYLVANIA  
ORPHANS' COURT DIVISION

NO. 20 -A

IN RE: Adoption of \_\_\_\_\_

**FINAL ADOPTION DECREE**

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, after hearing and review of the record, the court makes the following findings:

1. This Court has jurisdiction, and all requirements of the Adoption Act have been met.
2. \_\_\_\_\_ is \_\_\_\_\_ years of age, being born on \_\_\_\_\_.
3. The adopting parents and the adoptee have appeared before this court. (23 Pa. C.S.A. § 2723)
  - a. If the ADOPTEE is over 12 years of age, the ADOPTEE'S consent is necessary.  
(23 Pa. C.S.A. §2711(a)(1))
4. The statements made in the adoption petition are true and correct.
5. The needs and welfare of adoptee will be promoted by approval of this adoption.
6. It is in the adoptee's best interest that the Court approves the adoption.

THEREFORE THE COURT HEREBY ORDERS AND DECREES the following:

1. The request for adoption is hereby approved and the above captioned adoptee shall be and is hereby adopted by \_\_\_\_\_.
2. The adoptee shall have all the rights of a child and heir of the adopting parent and shall be subject to the duties of such child.
3. The consenting birth parent shall retain the same parent-child relationship as heretofore existed.
4. The adoptee shall hereafter be known as \_\_\_\_\_.

BY THE COURT:

\_\_\_\_\_  
**J.**

Copies of the above e-filed \_\_\_\_\_ to:

\_\_\_\_\_  
Judicial Court Clerk