

CHECKLIST
PETITION FOR ADOPTION

23 Pa. C.S.A. §2701

Documentation to be assembled in the following order:

- ___ Preliminary Decree – Rule 15.1A(4)
- ___ Final Decree
- ___ Important Notice – Birth Parent – 23 Pa. C.S.A. §2513(b)
- ___ Important Notice – Putative Father – 23 Pa. C.S.A. §2513(b)
- ___ Petition for Adoption
 - ___ Attorney Caption
 - ___ Signed
 - ___ Petitioner is Adopting Parent
 - ___ Verified by Petitioner
- ___ Consents – 23 Pa. C.S.A. §2711
 - If none in file:*
 - ___ Adoptee over 12 years of age
 - ___ Spouse of Adopting Parent or Joinder
 - ___ Husband of Birth Mother, *unless rights terminated or Adoptee is at least 18 years of age*
 - ___ Natural Parent, *unless rights have been terminated or Adoptee is at least 18 years of age*
 - ___ Guardian of incapacitated adoptee
 - ___ Person other than Parent or Guardian having legal custody of Adoptee
- ___ Original Long Form Birth Certificate – Rule 15.2(b)(2)
- ___ Signed Certificate of Attorney's Fees and Costs – Rule 15.5(d)
- ___ Form H105.091
- ___ Original Death Certificate *if parent is deceased*
- ___ Out-of-County Decrees – *certified*
- ___ Foreign Documents – *translated*
- ___ Report of Intention to Adopt
- ___ Report of Intermediary
- ___ Home Study
- ___ Pursuant to 23 Pa.C.S.A. §2733(C) Affidavit of Service OR Acknowledgement of Notice
- ___ Notice(s) Pursuant to 23 Pa.C.S.A. §2513(b)
 - ___ at least ten (10) days notice by personal service, *OR*
 - ___ Registered Mail, *OR*
 - ___ By such means as the Court may require (See, Pa.R.C.P. 430)
- ___ Proof(s) of Notice – *to be filed at or before the hearing*

NOTE: ADOPTEE AND ALL PETITIONERS MUST BE PRESENT AT THE HEARING