

**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***