

**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:** _____

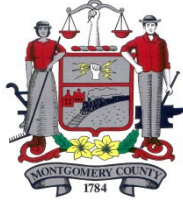
Putative Father:

Date of Final Termination Decree: _____ **Name of Court:** _____

CIRCUMSTANCES OF PLACEMENT

Empty box for providing details on the circumstances of placement.

COUNTY OF MONTGOMERY



**ASHLEY KODET
ADMINISTRATOR
ORPHANS' COURT SERVICES**

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

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

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 BABY STEP ADOPTIONS
368 Thornbrook Avenue
Rosemont, PA 19010
610-505-2367
www.ababystepadoption.com

BETHANY CHRISTIAN SERVICES
610 Old York Road
Suite 220
Jenkintown, PA 19046
215-376-6200
www.bethany.org/Philadelphia

A BRAVE CHOICE
1460 Braddock Lane
Wynnewood, PA 19096
610-642-7288
<https://abravechoice.org>

HAVEN ADOPTIONS
328 East Ormandy Place
Ambler, PA 19002
215-347-4444
www.haven-adoptions.com

ADOPTIONS FROM THE HEART
30-31 Hampstead Circle
Wynnewood, PA 19096
610-642-7200
www.afth.org

OPEN ARMS ADOPTION NETWORK
345 Montgomery Avenue
Bala Cynwyd, PA 19004
267-256-2229
www.openarmsadoption.net

ALL ABOUT LOVE ADOPTIONS
64 E. Uwchlan Avenue
#248
Exton, PA 19341
610-429-1001
www.allaboutloveadoptions.com

TRANSITIONS ADOPTION
219 W. Main Street
Suite 2R
Trappe, PA 19426
610-642-4155
www.transitionsadoption.com