

Rule 15.9 Petition for Adoption of a Foreign Born Child

- (a) *General Rule.* Adopting parent(s) who are residents of the Commonwealth may petition the Court of Common Pleas in any county as provided in Section 2302 of the Adoption Act (see 23 Pa. C.S. § 2302) to proceed with an adoption of their foreign born child who has entered the United States pursuant to an IR-2, IR-3, IH-3, IR-4 or IH-4 United States visa.
- (b) *Required Documents.* The following documents shall be filed in the following order with the Clerk of the appropriate division of the Common Pleas Court:
- (1) Preliminary Decree;
 - (2) Final Decree;
 - (3) Petition for Adoption of a Foreign Born Child;
 - (4) Copy of United States visa;
 - (5) Reports of investigations, home studies, preplacement and postplacement;
 - (6) Copy of birth certificate of foreign born child (if available), with translation;
 - (7) Copy of any other relevant foreign decrees and/or documents with translations;
 - (8) Consents of any person and/or agency having custody and/or legal and/or physical rights to the child;
 - (9) Report of Intermediary (if an intermediary agency was involved);
 - (10) Verifications signed by petitioner(s), intermediary and translator(s) stating that facts set forth are true and correct, copies are true and correct copies of originals, that the English translation of foreign documents is accurate, and that false statements are subject to the penalties of 18 Pa. C.S. § 4904;
 - (11) Pennsylvania Department of Health, Division of Vital Records Form No. HD01273F, Certificate of Adoption of a Foreign-Born Child with Parts 1 and 2 (and Part 3, if applicable) completed;

- (12) Pennsylvania Department of Health, Division of Vital Records Form No. HD01275F, Statement of Citizenship and Residency; and
 - (13) A copy of U.S. Government Form N-560, Certificate of Citizenship, and/or a copy of the child's United States passport, if either or both documents are available.
- (c) *Form of Documents:* The Preliminary Decree, Final Decree, Petition for Adoption of a Foreign Born Child, Report of Intermediary (if applicable), and verifications referenced in subparagraph (b)(10) above shall be in substantially the form approved by the Supreme Court. See Appendix of Forms to these Rules.
- (d) *Judicial Review and Hearing*
- (1) *Scope of Review.* The Petition and accompanying documents filed under this Rule shall be subject to review by the Court as prescribed by the Pennsylvania Adoption Act, 23 Pa.C.S. §§ 2101 *et seq.*, Pennsylvania Orphans' Court Rules and local rules of court.
 - (2) *Home Study and Investigation.* The Court may rely in whole or in part upon a home study containing information required by Section 2530(b) of the Adoption Act and an investigative report containing information required by Section 2535(b) of the Adoption Act previously commissioned in the foreign adoption proceeding without regard to when such reports were prepared. See 23 Pa. C.S. §§ 2530, 2535. The Court may in its discretion require additional reports and investigations to be made in accordance with the Pennsylvania Adoption Act, Pennsylvania Orphans' Court Rules and local rules of court.
 - (3) *Original Documents, Decrees and Translations.* All original documents, decrees and translations must be available for review by the Court upon request.
 - (4) *Pre-adoption Requirements.* In order to grant an adoption, the Court must be satisfied that the pre-adoption requirements set forth in Sections 2530-2535 of the Adoption Act have been met. See 23 Pa.C.S. §§ 2530-2535. If the adopting parent(s) were Pennsylvania residents at the time that the United States visa was issued to the foreign born child, the Court may accept an IH

or IR United States visa as proof that the pre-adoption requirements have been met.

- (5) *Proof that the Child is an Orphan.* In order to grant an adoption, the Court must be satisfied that the child to be adopted is an orphan. The Court may accept the child's IH or IR United States visa as proof that the foreign born child is an orphan.
- (6) *Hearing.* The Court shall schedule a hearing to allow for testimony pursuant to Sections 2721-2724 of the Adoption Act. See 23 Pa.C.S. §§ 2721-2724. Petitioner(s) and the child to be adopted shall appear at the hearing. The Court may in its discretion require the presence of additional persons, including a representative of the intermediary.
- (e) *Disclosure of Fees and Costs.* Prior to or at the hearing, a report shall be filed setting forth the amount of fees, expenses and costs paid or to be paid to counsel, the intermediary and/or any other person or agency in connection with the adoption of the foreign born child. The Court may request an itemization of any of the amount(s) reported.
- (f) *Final Decree.* After the hearing, the Court shall determine if the adoption of the foreign born child can be granted, and if so, the Court shall enter a decree as provided in Section 2902 of the Adoption Act. See 23 Pa.C.S. § 2902.
- (g) *Clerk of the Appropriate Court.* Upon the filing of a decree granting the adoption under this Rule, the Clerk of the appropriate Court shall enter the decree and date of the decree on the docket. The Clerk shall send Form No. HD01273F, Certificate of Adoption of a Foreign-Born Child, and Form No. HD01275F, Statement of Citizenship and Residency, to the Department of Health, Division of Vital Records, along with a copy of U.S. Government Form N-560, Certificate of Citizenship, and/or a copy of the child's United States passport, if either or both documents have been provided by the adopting parent(s). The Clerk shall issue to the adopting parent(s) a certificate of adoption in accordance with Section 2907 of the Adoption Act. See 23 Pa.C.S. § 2907.
- (h) *Only One Court May Assume Jurisdiction.* A parent shall not proceed under this Rule if the foreign adoption has been registered or otherwise finalized by a Court of this Commonwealth or any other state.

Explanatory Note: Pursuant to 23 Pa.C.S. § 2908(e), as amended by Act 96 of 2006, a set of forms, consisting of a Petition for Adoption of a Foreign Born Child, Report of Intermediary, Verification of Translator, Preliminary Decree, and Final Decree are set forth in the Appendix to these Rules.

In most instances, the adopting parent(s) of a foreign born child who has entered the United States with an IR-2, IR-3 or IH-3 United States visa will not need to proceed under Pa.O.C. Rule 15.9, but can register the foreign adoption decree pursuant to Pa.O.C. Rule 15.8. Situations may arise, though, that necessitate proceeding under this Rule, such as the inclusion of an incorrect birth year on the foreign adoption decree, or other personal family reasons. In these situations, adopting parent(s) of a foreign born child entering the United States with an IR-2, IR-3, or IH-3 United States visa may proceed under Pa.O.C. Rule 15.9; however, adopting parent(s) should be advised by counsel of the additional costs, additional documentation required, and the delay caused by the need for a hearing.

If a foreign born child has entered the United States with an IH-4 or IR-4 United States visa, the adopting parent(s) must proceed under Pa.O.C. Rule 15.9 because the adoption of their foreign born child was not finalized in the country of the child's birth.

Only one state court, whether in this Commonwealth or another state, should exercise jurisdiction over the registration of the foreign adoption decree or the completion of the adoption initiated in the native country of the foreign born child. Thus, if the adoption has been finalized or the foreign adoption decree has been registered in another state court or in another court within this Commonwealth, the adopting parent(s) need not and should not proceed under this Rule. In similar fashion, if the adoption of the foreign born child has been finalized in this Commonwealth, and thereafter, another petitioner seeks to adopt this child, the subsequent proceeding will be a standard proceeding under the applicable provisions of the Adoption Act, 23 Pa.C.S. §§ 2101 *et seq.* Such a situation could occur when the child is to be adopted by a step-parent after divorce or death of the original adopting parent(s), or when, after termination of parental rights, the child is to be adopted by different adopting parent(s).

The documents referenced in Pa.O.C. Rule 15.9 should be filed with the Clerk of the Orphans' Court Division, except in Philadelphia County, where they should be filed with the Clerk of the Family Court Division. The Petition and accompanying documents under this Rule, including the decree granting the adoption, are confidential and should be impounded and withheld from public inspection as provided in the Adoption Act, 23 Pa. C.S. §§ 2905 *et seq.* and Pa.O.C. Rule 15.7.

The Clerk shall make available to the petitioner(s) the necessary Department of Health, Division of Vital Records forms: Form No. HD01273F, Certificate of Adoption of a Foreign-Born Child; and Form No. HD01275F, Statement of Citizenship and Residency.

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

**IN RE: ADOPTION
OF _____**

(initials only)

:
:
:
:
:

No. _____

PETITION FOR ADOPTION OF A FOREIGN BORN CHILD

The Petition of _____ under

(Name(s) of Adopting Parent(s))

23 Pa. C.S. §§ 2701 and 2908 respectfully states that:

1. At least one of the Petitioners filing this Petition is a resident of the Commonwealth of Pennsylvania and has resided in this Commonwealth since

(Provide at least month and year)

2. No other court in this Commonwealth or in any other state has reviewed, registered, finalized or otherwise assumed jurisdiction over the adoption of this child, except as follows:

(Provide name of court, county and state)

Explain the proceeding previously initiated and the resulting decision from the court: (Attach all court decrees).

3. Petitioner(s) desire(s) to adopt this child known as

(Name of child as written on Foreign Decree)

and intend that such child shall be treated as one of (his/her/their) heirs and hereby declare(s) that (he/she/they) will perform all the duties of parent(s) to him/her.

4. The child has entered the United States pursuant to a United States visa. A true and correct copy of the United States visa is attached as an exhibit to this Petition. The United States visa was issued as an:

(Please circle one) IR-2 IR-3 IH-3 IR-4 or IH-4

5. a) The child's full name as shown on the United States visa is

b) The full birth name of the child as listed on the foreign birth certificate (if

available) is _____

c) The full name of the child as it appears on the foreign decree is _____

d) The full name of the child as he/she is to be known from this time forward is _____

6. The child has resided with Petitioner(s) for the following length of time _____

7. Information concerning the Petitioner(s), the adopting parent(s), is as follows:

a) Adopting Father:

1) Full name _____

2) Residence _____

3) Marital status _____

4) Age _____

5) Occupation _____

6) Religious affiliation _____

7) Racial background _____

8) Relationship to adoptee by blood or marriage, if any _____

9) Daytime telephone no. _____

b) Adopting Mother:

1) Full name _____

2) Residence _____

3) Marital status _____

4) Age _____

5) Occupation _____

6) Religious affiliation _____

7) Racial background _____

8) Relationship to adoptee by blood or marriage, if any _____

9) Daytime telephone no. _____

8. The following reports, as applicable, have been completed as of the dates set forth below. A true and correct copy of each of these reports is attached as an exhibit to this Petition.

a) Report of Intermediary described in 23 Pa. C.S. § 2533 _____

b) Home Study and/or Preplacement Reports described in 23 Pa. C.S. § 2530 _____

c) Investigation Reports described in 23 Pa. C.S. § 2535 _____

d) Postplacement Reports, if any _____

9. Information concerning the intermediary agency, if any, is as follows:

Name of agency _____

Address _____

Telephone no. _____

County where office is located _____

10. If there is no report of an intermediary, the following information is being provided by the Petitioner(s) as to the adoptee child:

- a) Sex _____
- b) Racial background _____
- c) Age _____
- d) Birth date _____
- e) Birthplace _____
- f) Places of residence since birth _____

g) Religious affiliation _____

h) A full statement of the value of all property owned or possessed by the child, if any

i) State whether medical history information was obtained, and if not, explain why not

11. If there is no report of an intermediary, and the adoptee child is under 18 years of age, provide the following information as to the birth mother, if known:

- a) Name _____
- b) Residence or last known address _____

c) Racial background _____

d) Age _____

e) Marital status as of the time of the birth of child _____

f) Marital status during one year prior to birth of child _____

g) Religious affiliation _____

h) Birth mother's parental rights were terminated by decree of _____

_____ dated _____

12. If there is no report of an intermediary, and the adoptee child is under 18 years of age, provide the following information as to the birth father, if known:

a) Name _____

b) Residence or last known address _____

c) Racial background _____

d) Age _____

e) Marital status as of the time of the birth of child _____

f) Marital status during one year prior to birth of child _____

g) Religious affiliation _____

h) Birth father's parental rights were terminated by decree of _____

_____ dated _____

13. If there is no report of an intermediary, attach a copy of the birth certificate. If no birth certificate or other birth identification issued by the country of birth can be obtained, a statement of the reason and a detailed explanation of the efforts made to obtain the certificate are required and attached as an exhibit to this Petition.

14. If there is no report of an intermediary, attach copies of any foreign decrees and/or documents concerning this adoption, including any decree terminating the parental rights of birth mother and/or birth father, if needed, with an English translation for those decrees and/or documents not in English, certified by a translator to be true and correct translations of the foreign decrees and/or documents.

15. If there is no report of an intermediary, attach all consents required by Section 2711 of the Adoption Code, 23 Pa. C.S. § 2711. If consents are not required, explain:

16. Attach Pennsylvania Department of Health, Division of Vital Records Form No. HD01273F, Certificate of Adoption of a Foreign-Born Child with Parts 1 and 2 (and Part 3, if applicable) completed.

17. Attach Pennsylvania Department of Health, Division of Vital Records Form No. HD01275F, Statement of Citizenship and Residency.

18. Attach U.S. Government Form N-560, Certificate of Citizenship, and/or a copy of the child's United States passport, if either or both documents are available.

19. It is the desire of the Petitioner(s) that the relationship of parent and child be established between the Petitioner(s) and the adoptee child.

WHEREFORE, Petitioner(s) pray your Honorable Court to enter a Final Decree that the child proposed to be adopted shall have all the rights of a child and heir of Petitioner(s) and Petitioner(s) shall be subject to the duties as parents of such child, and that the child's name shall henceforth be

DATE: _____

Signature of Adopting Parent¹

Signature of Adopting Parent

(If represented, counsel's name, address, and telephone number)

¹ When there are two adopting parents, both must sign.

VERIFICATION TO PETITION FOR ADOPTION OF A FOREIGN BORN CHILD

I/We, _____, verify that I/we are the Petitioner(s) named in the foregoing Petition and that the facts set forth therein are true and correct to the best of my/our knowledge, information and belief. I/We further verify that all documents attached to this Petition are true and correct copies of the originals. I/We understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

DATE: _____

Signature of Adopting Parent

Signature of Adopting Parent

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

IN RE: ADOPTION
OF _____
(initials only)

:
:
:
:
:

No. _____

PRELIMINARY DECREE

AND NOW, this _____ day of _____, 20____,
upon consideration of the within Petition and on the motion of _____,
Esquire, attorney for Petitioner(s) or _____, Pro Se, a hearing
thereon is fixed for _____ in
_____ before the Honorable _____
at _____ am/pm.

Notice shall be given to the following persons and or entities having any legal
and/or physical rights to the child:

1. NAME _____
ADDRESS _____

RELATIONSHIP _____
2. NAME _____
ADDRESS _____

RELATIONSHIP _____
3. NAME _____
ADDRESS _____

RELATIONSHIP _____

BY THE COURT:

Jason J. Legg
President Judge

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

IN RE: ADOPTION
OF _____
(initials only)

:
:
:
:
:

No. _____

FINAL DECREE

AND NOW, this _____ day of _____, 20__, upon consideration of the within Petition and after the hearing thereon, the Court having made an investigation to verify the statements of the Petition and other facts to give the Court full knowledge as to the desirability of the proposed adoption; and the Court, being satisfied, finds that the statements made in the Petition are true, that the needs and welfare of the child proposed to be adopted will be promoted by this adoption, and that all requirements of the Adoption Act have been met, it is hereby ORDERED, ADJUDGED and DECREED that this child,

_____ is hereby adopted,
(Name of child as written on Foreign Decree)

shall be known as _____ and shall
(Child's name from this time forward)

have all the rights of a child and heir of _____
(Adopting Parent(s))

_____, and shall be subject to the duties of a child to said adopting parent(s).

BY THE COURT:

Jason J. Legg
President Judge

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

IN RE: ADOPTION
OF _____
(initials only)

:
:
:
:
:

No. _____

REPORT OF THE INTERMEDIARY IN THE ADOPTION OF A FOREIGN BORN CHILD

The report of the agency, _____, as intermediary, under 23 Pa. C.S. § 2533, states as follows:

1. Intermediary's address _____

Intermediary's telephone no _____
County where office is located: _____
2. The facts as to the adoptee child are:
 - a) Name _____
 - b) Sex _____
 - c) Racial background _____
 - d) Age _____
 - e) Birth date _____
 - f) Birthplace _____
 - g) Religious affiliation _____
3. Date of the placement of the child with the Petitioner(s), adopting parent(s),

4. If known, the facts as to the birth mother are:
 - a) Name _____
 - b) Residence or last known address _____

 - c) Racial background _____
 - d) Age _____
 - e) Marital status as of the time of the birth of the child _____
 - f) Marital status during one year prior to birth of the child _____
 - g) Religious affiliation _____
 - h) Birth mother's parental rights were terminated by decree of _____
_____ dated _____
5. If known, the facts as to the birth father are:
 - a) Name _____
 - b) Residence or last known address _____

 - c) Racial background _____
 - d) Age _____
 - e) Marital status as of the time of the birth of the child _____

- f) Marital status during one year prior to birth of the child _____
- g) Religious affiliation _____
- h) Birth father's parental rights were terminated by decree of _____
dated _____

6. All consents required by 23 Pa. C.S. § 2711 are attached to this Report as exhibits or are not required for the following reasons, provide explanation:

7. a) A true and correct copy of the birth certificate or a registration of the birth by the country of birth is attached to this Report as an exhibit. If no birth certificate or other birth identification issued by the country of birth can be obtained, a statement of the reason and a detailed explanation of the efforts made to obtain the certificate are attached as exhibits to this Report.

b) Attach copies of any foreign decrees and/or documents concerning this adoption, including any decree terminating the parental rights of birth mother and/or birth father, with an English translation for those decrees and/or documents not in English, certified by a translator to be true and correct translations of the decrees and/or documents.

8. Attach a verified list of itemized fees and/or expenses paid or to be paid to or received by the intermediary and/or any other person or persons to the knowledge of the intermediary by reason of the adoption placement.

9. A full description and statement of the value of all property owned or possessed by the child, if any, is as follows:

10. No provision of any act regulating the interstate placement of children has been violated with respect to the placement of the child.

11. The child's medical history information was obtained and is available, except as follows:

DATE: _____

Signature
(Type name of signor, title, and name of agency)

VERIFICATION TO REPORT OF INTERMEDIARY

I, _____, that I am
_____ of _____
(Title)

(Name of Agency)

and I am authorized to take this verification on its behalf, and that the facts set forth in the foregoing Report are true and correct to the best of my knowledge, information and belief. I further verify that all documents attached to this Report are true and correct copies of the originals. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

DATE: _____

Signature

VERIFICATION OF TRANSLATOR

I, _____, verify that I am a licensed translator and that all translations of the foreign documents which are attached to this Petition are true and correct English translations of the originals. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

DATE: _____

Signature

Instructions Regarding Child's Citizenship and Birth Certificate

1) Requesting Certified Copy of Child's Birth Record from Pennsylvania Division of Vital Records:

This child's birth record will be filed with the Pennsylvania Division of Vital Records (Division) upon the submission of the following acceptable documentation:

- Certificate of Adoption of a Foreign-Born Child (*Pursuant to 23 Pa. C.S. § 2908*) that includes certification of the Court (Form HD01273F)
- Statement of Citizenship and Residency (Form HD01275F)

A certified copy of this child's birth record may be obtained by completing and returning an Application for Certified Copy of Birth Record to the Division. This application form is available on the Department's website at www.health.state.pa.us/vitalrecords or by writing to: Division of Vital Records, 101 S. Mercer Street, P.O. Box 1528, New Castle, PA 16103.

The individual requesting the record must submit a legible copy of his or her valid government issued photo identification. Examples of acceptable identification are a state issued driver's license or non-driver photo identification that verifies the eligible requestor's name and current address. Payment in the amount of \$10.00 for each copy requested must be included. This fee may be waived for dependents of individuals who served or are currently serving in the Armed Forces.

2) Notifying Pennsylvania Division of Vital Records of child's citizenship:

Providing one of the documents listed below, which verifies the child's name as it appears on the Certificate of Adoption of a Foreign-Born Child, will enable the Division of Vital Records (Division) to issue requested certified copies of this child's birth record without a notation that the certificate is not evidence of U.S. citizenship. Even if the foreign born child satisfies the requirements of 8 U. S. C. § 1431 or § 1433, one of the following documents must be provided to prove U. S. citizenship. If available, the Court will provide either or both of the following documents to the Pennsylvania Division at the time the Certificate of Adoption of a Foreign-Born Child (*Pursuant to 23 Pa. C.S. § 2908*) is filed:

- Copy of the adopted child's U.S. Certificate of Citizenship (Form N-560)
- Copy of the adopted child's U.S. Passport

If neither document is submitted by the Court or with the Application for Certified Copy of Birth Record, the Division must, by law, include a notation on the certificate that it is not evidence of U.S. citizenship. However, a copy of this child's U.S. Certificate of Citizenship (Form N-560) or U.S. Passport may be submitted to the Division at a later date so that a certified copy of the child's birth record may then be issued without this notation.



Phone: (724) 598-2284

STATEMENT OF CITIZENSHIP AND RESIDENCY

Only one parent who is **BOTH** a United States citizen **AND** a resident of Pennsylvania is required to sign below.

I, the adoptive parent of _____, hereby certify
(Child's name as he or she is to be known after adoption)
that I am a citizen of the United States and a resident of Pennsylvania. I further certify that the foreign adoption decree for the child listed above was not previously registered or otherwise acted upon by a court of this Commonwealth or of any other state.

I understand that false statements made herein is subject to the penalties of *18 Pa.C.S. § 4904* relating to unsworn falsification to authorities.

ADOPTIVE FATHER/PARENT:

ADOPTIVE MOTHER/PARENT:

(Printed Name)

(Printed Name)

CURRENT ADDRESS:

CURRENT ADDRESS:

(Street Address)

(Street Address)

(City, State, Zip Code)

(City, State, Zip Code)

(Daytime Telephone No.)

(Daytime Telephone No.)

Signature

Date

Signature

Date

Application for a Birth Certificate

Print or Type

INTERNAL USE ONLY			
Date:			Initials:
Delivery:	<input type="checkbox"/> P	<input type="checkbox"/> PO	<input type="checkbox"/> M
Status:	<input type="checkbox"/> S	<input type="checkbox"/> R	<input type="checkbox"/> A

BIRTH

PART 1: APPLICANT

My current legal name: _____
(First) (Middle) (Last) (Suffix)

Street: _____ Email address: _____

City: _____ State: _____ Zip code: _____ Daytime phone: _____

MY RELATIONSHIP TO PERSON NAMED ON BIRTH RECORD: _____

Applicants must be 18 years of age or older or an emancipated minor to apply.

Intended use of birth certificate: Travel/passport School Driver's license
 Social Security/benefits Dual citizenship Employment Other: _____
(Please specify other reason.)

PART 2: BIRTH CERTIFICATE BEING REQUESTED Please complete as much information as possible.

NAME AT BIRTH _____ (First) (Middle) (Last) (Suffix)		AGE NOW	DATE OF BIRTH
If name has changed since birth due to adoption, court order or any reason other than marriage, please list that name here: _____ (First) (Middle) (Last) (Suffix)		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	

TYPE OF BIRTH RECORD Born in Pennsylvania	PLACE OF BIRTH _____ (County) (City/borough/township) (Hospital name)
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PARENT'S INFORMATION
 Mother
 Father
 Parent _____
(First name) (Middle name) (Last name prior to first marriage) (Current last name) (Suffix)

PARENT'S INFORMATION
 Mother
 Father
 Parent _____
(First name) (Middle name) (Last name prior to first marriage) (Current last name) (Suffix)

PART 3: ACCEPTABLE FORMS OF IDENTIFICATION

I have included a legible photocopy of the following:

A valid driver's license or other government-issued photo ID that includes my mailing address. If applying by mail, the address on my ID matches the mailing address listed above. **Expired IDs cannot be accepted.**

I do not have a valid government-issued photo ID. Therefore, I have provided two current documents that verify my name and current address (such as a utility bill, pay stub, bank statement, car registration or lease/rental agreement). See www.certificates.health.pa.gov for further information.

PART 4: FEE

If applying by mail, submit a check or money order payable to "VITAL RECORDS."

If applying in person, you may pay by credit card, check or money order.

Fee waiver request — member of the U.S. armed forces

The fee is waived if the applicant is requesting the certificate for self, spouse or a dependent child.

I or my current legal spouse (includes widow/widower if not remarried) is in active service or was honorably discharged from service.

Armed forces member's name: _____

Service number: _____

Rank and branch of service: _____

HOW TO APPLY

APPLY ONLINE AT MYCERTIFICATES.HEALTH.PA.GOV

To order by mail, send application, identification and payment to:

Department of Health
Division of Vital Records
PO Box 1528
New Castle, PA 16103

PART 5: SIGNATURE OF APPLICANT

By my signature below, I state I am the person whom I represent myself to be herein, and I affirm the information within this form is complete and accurate and made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities. In addition, I acknowledge that misstating my identity or assuming the identity of another person may subject me to misdemeanor or felony criminal penalties for identity theft pursuant to 18 Pa.C.S. §4120 or other sections of the Pennsylvania Crimes Code.

(Signature) (Date)

Signature must match the name listed in Part 1 of this form.