

PROCEDURE FOR HANDLING ADOPTION INFORMATION REQUESTS

- I. Requests for Adoption Records Disclosure
 - A. If sent to Clerk
 1. Notify the President Judge
 2. Send copy of request to President Judge
 3. Send letter within 30 days to requestor acknowledging receipt of the request—letter will be added to file
 4. Pull file and forward to President Judge
 - B. If sent to Judge, Judge shall forward the request to the Clerk who shall follow the procedure set forth under “A”.
- II. President Judge will determine if the request is for non-identifying, identifying or med/social history
- III. Requests for non-identifying 23 Pa. C.S. §2932
 - A. President Judge will review the record to determine what if any non-identifying information it contains
 - B. The Court will forward to the requestor any non-identifying information or, if there is none, notify the requestor that there is no such information
- IV. Requests for identifying information 23 Pa. C.S. §2933
 - A. The President Judge shall determine if there are any records
 - B. Appoint Children’s Aid Society of Mercer County to conduct search for identifying information or conduct the search for him or herself
 - C. Search must be completed within 120 days
 - D. Agent shall review the record to determine if there is an authorization in file with court or agency
 - E. Agent shall notify any other court or agency listed in records to determine if authorization filed and notify of the request
 - F. Contact the Information Registry to determine if authorization filed
 - G. Notify the requestor of the findings
 - H. If no authorization form filed
 1. Notify requestor of cost to research – requires a deposit of \$25.00 and a total fee of \$350.00
 2. If agree to pay, Children’s Aid Society shall use reasonable efforts to locate
 - a. If located, ask for authorization and
 - b. If located and deceased-provide information
- V. Requests for Medical/Social History—23 Pa. C.S. §2934
 - A. Within 120 days – give notice to the person identified, if over 21, of the requests if person’s whereabouts is known
 - B. Within 120 days notify requestor if the Court has such information

- C. Within 120 days of locating the medical/social history
 - 1. Provide all non-identifying information
 - 2. For identifying, determine if authorization on file and if so-act in accordance
 - 3. If no information or authorization on file, notify requestor of cost to go further
 - a. if paid,
 - i. contact the subject of the request to provide
 - i/a. non-identifying
 - i/b. file authorization
 - ii. if cannot be located—appoint Children’s Aid to try and find—costs-\$25.00 deposit and total of \$350.00
 - ii/a. if locate – get non-identifying and/or authorization