

**Sample Response Letters from the Courts and Agencies
to Requests for Information**

- 1. Response to Initial Request for Information**
- 2. Response to Request for Non-identifying Information**
- 3. Response to Request for Identifying Information**
- 4. Response to Request for Non-identifying and Identifying Information**

Courts or agencies may adapt the sample Request for Adoption Information (Non-identifying or Identifying) or Contact with Specific Individuals Form and these responses.

Act 101 allows any courts or agency to charge reasonable fees for services provided in researching and responding to requests for adoption information or contact. Fee schedules may be established and attached to these responses.

1. Response to Initial Request for Information

Date:

Ms. Jane Doe
123 Main Street
Anytown, PA

Dear

This letter is in response to your request for adoption information from a court or agency adoption record or contact with specified persons.

Your request for information or contact has been reviewed and the following circumstances apply:

- An adoption record was located.
- An adoption record was located. The county court and/or the adoption agency identified in record is: _____
- Unable to locate record. Please provide additional information:
 - Name of adoptee before adoption
 - Name of adoptee after adoption
 - Date of adoptee's birth
 - Date of final adoption decree
- No adoption record was found with the information you provided.

In order for us to complete a more detailed review of our records on your behalf, please complete and return the enclosed Court and Agency Request for Adoption Information (Non-identifying or Identifying) or Contact with Specified Persons Form. Time requirements for releasing non-identifying information, identifying information or requests for contact will commence on the date the fee, if charged, is received by the court or agency. Act 101 of 2010 allows any court or agency to charge reasonable fees for the services provided in researching and providing adoption information. The fee schedule for this court/agency is attached.

If you do not know the location of the county court where the adoption was finalized, please send a written request to Division of Vital Records, P.O. Box 1528, New Castle, Pennsylvania 16103. Information regarding the adoptee must include their name after adoption, date of birth and county of birth. Written requests must be signed and include verification of address with a government issued identification or two pieces of mail confirming your address. The services from the Division of Vital Records are provided at no charge.

You may also inquire about adoption information or contact with specified individuals by contacting the Pennsylvania Adoption Information Registry (PAIR). The PAIR Request for Adoption Information Form may be found online at www.pagov-pair.org. Information provided by PAIR, if any is available, is free.

Sincerely,

Attachments (Fee schedule and Form)

Response to Request for Non-identifying Information

Date:

Ms. Jane Doe
123 Main Street
Anytown, PA

Dear

As required by 23 Pa. C.S. §2932, a court or agency receiving a written request for non-identifying information shall, within 30 days, notify the individual requesting the information of the receipt of the request. This letter acknowledges receipt of your written request received on **(insert date written request received)** for non-identifying information from an adoption record.

Within 120 days of **(insert date written request received)** the court or agency shall review its records and furnish to you any information allowed by law concerning the adoption that will not compromise the confidentiality of the relationship between the adoptee and the adoptee's birth parent.

You may also inquire about adoption information or contact with specified individuals by contacting the Pennsylvania Adoption Information Registry (PAIR). The PAIR Request for Adoption Information Form may be found online at www.pagov-pair.org. Information provided by PAIR, if any is available, is free.

Sincerely,

3. Response to Request for Identifying Information

Date:

Ms. Jane Doe
123 Main Street
Anytown, PA

Dear

This letter acknowledges receipt of your written request for identifying information from an adoption record received on **(insert date written request received)**.

As required by 23 Pa. C.S. §2933, a court or agency receiving a written request for identifying information or contact shall within 120 days of **(insert date written request received)** do all of the following:

- Determine whether it has in its possession any records relating to the adoptee;
- Conduct a good faith search for identifying information done by an authorized representative. The authorized representative shall review the court and agency record for identifying information regarding the birth or adoptive family and shall determine whether an authorization form has been filed with the court or agency;
- Notify any other court or agency listed in its records of the existence of the request for identifying information;
- Ask any other court or agency listed in its records to advise if an authorization form has been filed;
- Contact the Pennsylvania Adoption Information Registry, PAIR, at www.pagov-pair.org and advise the registry of the request for identifying information and ask whether an authorization form has been filed; and
- Notify the requesting individual of its findings.

If an applicable authorization form is not located, all of the following apply:

- The authorized representative shall use reasonable efforts to locate the subject of the search;
- If the subject of the search is located, the authorized representative shall obtain written authorization from the subject before any identifying information is released or contact between the parties is made;
- If the requester is an adoptee seeking the identity of a birth parent, the identity of a deceased birth parent may be disclosed; and
- If the requester is an adoptee seeking the identity of both birth parents and only one birth parent agrees to the disclosure, only the information relating to that birth parent shall be disclosed.

You may also inquire about adoption information or contact with specified individuals by contacting the PAIR. The PAIR Request for Adoption Information Form may be found online at www.pagov-pair.org. Information provided by PAIR, if any is available, is free.

Sincerely,

4. Response to Request for Non-identifying and Identifying Information

Date:

Ms. Jane Doe
123 Main Street
Anytown, PA

Dear

As required by 23 Pa. C.S. §2932, a court or agency receiving a written request for non-identifying information shall, within 30 days, notify the individual requesting the information of the receipt of the request. This letter acknowledges the receipt of your written request for non-identifying information from an adoption record received on **(insert date written request received)**.

Within 120 days of **(insert date written request received)** the court or agency shall review its records and furnish to you any information allowable by law concerning the adoption that will not compromise the confidentiality of the relationship between the adoptee and the adoptee's birth parent.

This letter acknowledges receipt of your written request for identifying information from an adoption record received on **(insert date written request received)**.

As required by 23 Pa. C.S. §2933, a court or agency receiving a written request for identifying information or contact shall within 120 days of **(insert date written request received)** do all of the following:

- Determine whether it has in its possession any records relating to the adoptee;
- Conduct a good faith search for identifying information done by an authorized representative. The authorized representative shall review the court and agency record for identifying information regarding the birth or adoptive family and shall determine whether an authorization form has been filed with the court or agency;
- Notify any other court or agency listed in its records of the existence of the request for identifying information;
- Ask any other court or agency listed in its records to advise if an authorization form has been filed;
- Contact the Pennsylvania Adoption Information Registry, PAIR, at www.pagov-pair.org and advise the registry of the request for identifying information and ask whether an authorization form has been filed; and
- Notify the requesting individual of its findings.

If an applicable authorization form is not located, all of the following apply:

- The authorized representative shall use reasonable efforts to locate the subject of the search;

- If the subject of the search is located, the authorized representative shall obtain written authorization from the subject before any identifying information is released or contact between the parties is made;
- If the requester is an adoptee seeking the identity of a birth parent, the identity of a deceased birth parent may be disclosed; and
- If the requester is an adoptee seeking the identity of both birth parents and only one birth parent agrees to the disclosure, only the information relating to that birth parent shall be disclosed.

You may also inquire about adoption information or contact with specified individuals by contacting the PAIR. The PAIR Request for Adoption Information Form may be found online at www.pagov-pair.org. Information provided by PAIR, if any is available, is free.

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