

Lackawanna County
Register of Wills / Clerk of Orphans' Court
Scranton Electric Building
507 Linden Street
Suite 400
Scranton Pa 18503-1632

Linda Munley
Register of Wills /
Clerk of Orphans' Court

Frances Kovaleski
Deputy Register

Jane Carlonas
Solicitor

**RE: Petition for Release of Limited Information
And/or Identifying Information Procedure**

Dear _____,

It is my understanding that you are interested in learning information regarding your biological parents. Lackawanna County Orphans' Court has established procedures to handle such requests. The following outlines those procedures.

If you file a petition and the court approves it, you are entitled to non-identifying information (e.g., nationality, region etc.) from the file, provided it is available in the file. If you are interested in receiving this information, please fill out the enclosed PETITION for RELEASE OF LIMITED INFORMATION and mail it with a check for \$50.00 made *payable* to "Clerk of the Orphans' Court:

In addition, if you wish to initiate a search for your birth parents to obtain their consent to release their identity, the PETITION FOR RELEASE OF IDENTIFYING INFORMATION must be completed and filed with a service fee of \$150.00 made *payable* to the "Clerk of the Orphans' Court.

Please understand that a legal obligation of confidentiality prevents me from doing anything other than what has already be stated. Please feel free to call if you have any questions regarding the petitions or the procedure.

Once we receive your petition and check we'll forward that information to the Court for further review. If the Court approves the petition, it will then be forwarded to an investigator. This process can take several months to complete if not longer.

Respectfully,

Frances Kovaleski