



16th Judicial Circuit Court for the County of Macomb

ADULT ADOPTION CHECKLIST

All adoption forms must be completed and signed legibly either print or type, with complete names (first, middle and last) as listed on the birth certificate(s). Make sure filings are complete. The checklist is intended to outline most of the documents needed. However, the court may require additional materials. Court personnel are unable to provide legal advice. To expedite the filing process, please organize the items below according to this checklist.

All filings are by appointment only: (586) 469-5427

Macomb County Adoption Department
10 North Main Street, 12th Floor, Mt. Clemens, MI 48043

GENERAL CONSIDERATIONS:

- The adoption department cannot process adoptions for petitioner(s) who are not legally in the United States.
- Proper venue is in the county of residence of the adoptive parent(s); where the adoptee is found; or where the parent's parental rights were terminated or are pending termination. MCL 710.24
- Certified document(s) required for filing will not be returned to the petitioner(s).
- All adoption court forms recommended for use by the Michigan Supreme Court are available on-line at the State Court Administrative Office to complete and print. (website => courts.mi.gov)
- This checklist provides the corresponding recommended court form number(s) in parentheses.
- The failure to timely submit documentation may result in a dismissal of the case for lack of progress.

INITIAL DOCUMENTS REQUIRED:

PETITION(S) & SUBSEQUENT FILING(S)

1. Petition for adoption (PCA 301). (one per adult adoptee, any desired name change should be reflected on petition)

LEGAL PARENT(S)

(COURT SEAL NEEDED FOR ORDERS OUTSIDE OF MACOMB COUNTY)

2. If any parent(s) is/are deceased, then provide a certified copy of the death certificate(s)
3. If there are any order(s) terminating parental rights of a legal parent(s), then provide such order(s)

ADOPTEE

4. Certified copy of the birth certificate of adoptee
Note: if the adoptee was not born in the United States, then residency documentation is required.

ADOPTIVE PARENT(S)

5. Verification of shared information. (Macomb County Adoption Department form)
6. Adoptive history report completed. (Macomb County Adoption Department form)
7. Copy of birth certificates of the adoptive parent(s)
8. Copy of driver's license/state identification of the adoptive parent(s)
9. Copy of current marriage certificate of adoptive parents
10. Copies of all previous marriage certificate(s) of adoptive parent(s), when applicable
11. Copies of all previous divorce decree(s) of adoptive parent(s), when applicable
12. Copy of death certificate of a previous spouse, when applicable NOTE: Not in lieu of a divorce decree

ADOPTIVE PARENT(S) cont'd

- 13. Copy of court order of legal name change, when applicable
- 14. Copy of naturalization papers, when applicable
- 15. Copy of guardianship order, when applicable

ACCOUNTING

- 16. Acknowledgment regarding fees (Macomb County Adoption Department form)
- 17. Verified 7-day accounting itemized on the form with receipt(s) attached: (one per adult adoptee)
 - Petitioner(s) (PCA 347) Attorney(s), (PCA 346), when applicable

FINALIZATION DOCUMENTS REQUIRED:

- 18. Letter from petitioner(s) requesting finalization of the adoption and permission for adult adoptee to consent at finalization.
- 19. Petitioner(s) must mail notice to legal parent(s) of adoption filing and provide proof of such to the court
- 20. Verified (Supplemental/21-day) accounting itemized on the form with receipt(s) attached: (one per adult adoptee)
 - Petitioner(s) (PCA 347a) Attorney(s) (PCA 346), when applicable
- 21. Report to establish a new MI birth certificate (DCH-0854) (1 per adult adoptee)

COURT FEES: (All fees are non-refundable)

- \$195 filing fee must accompany each petition, (includes order terminating parental rights, order placing child w/petitioner(s), final order of fees and order of adoption.) This fee may be paid in cash, check or money order payable to the "Macomb County Family Division".
- \$50 fee to establish a new Michigan birth certificate and \$16 for each additional copy – check or money order (no cash) made payable to "State of Michigan" is due at the time of requesting finalization. Upon finalization of the adoption, if requested, a new birth certificate will be created and the original birth record will be sealed.

NOTE: Birth certificates are amended in the adoptee’s state of birth. Fees and required documentation vary from state to state. If the adoptee was born in a state outside of Michigan, then it is the responsibility of Petitioner(s) to submit to our department the appropriate fees and document(s) required by that state’s respective vital records department to create a new birth record resulting from an adoption.

ADDITIONAL FEES:

- Each subsequent Petition, motion, etc. is \$20

Any questions concerning these procedures, please contact your attorney, agency representative or the Macomb County Adoption Department at 586-469-5382, 586-469-5427