



# 16<sup>th</sup> Judicial Circuit Court for the County of Macomb

## RELATIVE 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, 12<sup>th</sup> 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 child, name change should be reflected on petition)

#### **LEGAL PARENT(S)**

(COURT SEAL NEEDED FOR ORDERS OUTSIDE MACOMB COUNTY)

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

#### **CENTRAL REGISTRY CLEARANCE**

4. A central registry clearance letter from DHHS as to each adoptive parent. (Request using DHS form 1929)  
Note: clearances for female petitioners must be completed on current, maiden and any previous name(s)
5. A central registry clearance letter from DHHS as to any and all adults residing in the home. (Request using DHS form 1929)

#### **ADOPTEE**

6.  Original birth certificate of adoptee  
Note: if the adoptee was not born in the United States, then residency documentation is required.
7.  Medical report current within 1 year of filing
8.  Adoptee immunization records

#### **ACCOUNTING**

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

**ADOPTIVE PARENT(S)**

- 11.  Verification of shared information. (Macomb County Adoption Department form)
- 12.  Adoptive history report completed. (Macomb County Adoption Department form)
- 13.  Copy of birth certificates of each adoptive parent(s).
- 14.  Copies of driver license or state identification of each adoptive parent(s).
- 15.  Copy of current marriage certificate of adoptive parents, when applicable.
- 16.  Copies of all marriage certificate(s) of adoptive parent(s), if previously married.
- 17.  Copies of all divorce decree(s) of adoptive parent(s), if previously divorced.
- 18.  Copy of death certificate of a previous spouse. (Not in lieu of a divorce decree)
- 19.  Copy of court order of legal name change, when applicable
- 20.  Copy of naturalization papers, when applicable
- 21.  Medical report for adoptive parent(s) current within one year of filing. (DHS-3190)
- 22.  Reference letters: submit 3 from non-relative persons who have known you several years (Macomb County Adoption Department form)

**GUARDIANSHIP, when applicable**

- 23.  Order of appointment of full guardianship or limited guardianship of a minor. (Must be current)
- 24.  Order/Letter of authority allowing the guardian(s) to adopt the child(ren), only if it is a full guardianship.
- 25.  Any and all guardianship report(s), when applicable

**FINALIZATION DOCUMENTS REQUIRED:**

- 26.  Letter requesting finalization of the adoption – only if no motion to waive supervision period is filed
- 27.  Report on Appeals and Rehearings (Macomb County Adoption Department form)
- 28.  Motion to waive supervision period after formal placement, when applicable. (Macomb County Adoption Department form)
- 29.  Verified (Supplemental/21-day) accounting itemized on the form with receipt(s) attached: (one per child)  
 Petitioner(s) (PCA 347a)                       Attorney(s) (PCA 346), when applicable
- 30.  Report to establish a new MI birth certificate. (DCH-0854) (1 per child)

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**COURT FEES:** (All fees are non-refundable)

- \$205 filing fee must accompany each petition (Includes order(s) terminating parental rights of parent(s), order placing child w/petitioner, final order allowing fees/costs and order of adoption). This fee may be paid in cash, check or money order made payable to “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...\$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**