



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

## INTERNATIONAL 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) AND SUBSEQUENT FILING(S)**

1.  Agency cover letter
2.  Petition for adoption (PCA 301) (one per child, any name change should be reflected on petition)

#### **FORMAL PLACEMENT REQUIREMENTS**

3.  Order temporarily placing adoptee with petitioner(s) by foreign country
4.  Recommendation/assurance for pre-adoption and requirement certification (DHS 3005)
5.  Birth parent(s) social, biological and medical history
6.  Petitioner(s) signed acknowledgment of receipt of birth parent(s) social, biological and medical information
7.  Acknowledgment regarding fees signed by petitioner(s) (Macomb County Adoption Department form)
8.  Child arrival notice

#### **UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES REQUIREMENTS**

##### 9. EITHER HAGUE OR NON-HAGUE CONVENTION COUNTRY

##### HAGUE CONVENTION COUNTRY REQUIREMENTS

- Petitioner must provide proof that the child placing agency is licensed to assist with these types of adoptions
- Petitioner must provide a copy of the I-800A petition filed with USCIS and approval form from USCIS
- Petitioner must provide a copy of the I-800 petition filed with USCIS and approval form from USCIS
- Petitioner must provide a copy of adoptee's visa: IH-3 or IH-4

OR

**NON-HAGUE CONVENTION COUNTRY REQUIREMENTS**

- Petitioner must provide proof that the child placing agency is licensed to assist with these types of adoptions
- Petitioner must provide a copy of the I-600A petition filed with USCIS and approval form from USCIS
- Petitioner must provide a copy of the I-600 petition filed with USCIS and approval form from USCIS
- Petitioner must provide a copy of adoptee’s visa: IR-3 or IR-4

**APPEALS**

(ALL DOCUMENTS MUST HAVE COURT SEAL AND BE AUTHENTICALLY TRANSLATED IN ENGLISH)

- 10.  Letter from country that terminated parent(s) parental rights indicating no appeals filed and the appeal period has expired or all appeals have been exhausted and the appeal period has expired
- 11.  Any appellate court decision(s), when applicable. Note: please submit any and all decision(s) rendered

**CONSENT BY CHILD PLACING AGENCY/FOREIGN COUNTRY**

- 12.  Foreign country grant of consent to the adoption
- 13.  Child placing agency grant of consent to the adoption

**CHILD FREE FOR ADOPTION**

(ALL DOCUMENTS MUST HAVE COURT SEAL AND BE AUTHENTICALLY TRANSLATED IN ENGLISH)

- 14.  Order committing adoptee to the child placing agency for adoptive planning, unless the orders terminating the parent(s) parental rights clearly commit the adoptee to the child placing agency for adoptive planning
- 15.  Order terminating father’s parental rights
- 16.  Order terminating mother’s parental rights
- 17.  If any parent(s) is/are deceased, then provide a certified copy of the death certificate(s), when applicable

**ADOPTEE**

- 18.  Original birth certificate of adoptee – translated in English  
Note: if the adoptee was not born in the United States, then citizenship documentation is required
- 19.  Adoptee evaluation and/or study
- 20.  Adoptee medical report current within 1 year of filing
- 21.  Adoptee immunization record(s)

**HOME STUDY & AGENCY REPORT(S) OF ADOPTIVE FAMILY**

- 22.  Any and all previous adoptive family assessment(s), reassessment(s), and or addendum(s)
- 23.  Foster care annual licensing assessment – most current
- 24.  Initial home study of petitioner(s)

**ADOPTIVE PARENT(S)**

- 25.  Copy each petitioner’s birth certificate
- 26.  Copy of each petitioner’s driver’s license or state identification
- 27.  Copy of petitioners’ current marriage certificate, when applicable
- 28.  Medical report for each petitioner current within 1 year of filing (DHS 3190)
- 29.  Copies of all marriage certificate(s) of each petitioner, when applicable
- 30.  Copies of all divorce decree(s) of each petitioner, when applicable
- 31.  Copy of death certificate of a previous spouse, when applicable (Not in lieu of a divorce decree).
- 32.  Copy of court order of legal name change, when applicable
- 33.  Copy of naturalization papers, when applicable
- 34.  Copy of guardianship order, when applicable

## **ACCOUNTING**

35.  Acknowledgment regarding fees (Macomb County Adoption Department form)
36.  Verified 7-day accounting itemized on the form with receipt(s)/invoice(s) attached: (one per child)  
 Petitioner(s) (PCA 347)  Agency (PCA 345)  Attorney(s) (PCA 346), when applicable

## **INVESTIGATION(S)/COMPLAINT(S)**

37.  Any and all complaint(s)/investigation(s), when applicable (DHS 154)
38.  Any and all child protective services report(s) related to the complaint(s)/investigation(s), when applicable Note: If children's protective services does not initiate an investigation report but instead screens out the investigation due to insufficient evidence of abuse and/or neglect via a written report, please provide such report. If no investigative report or screening out report is generated, then obtain a letter from children's protective services indicating the results of the investigation
39.  Any and all corrective action plan(s) signed and dated by prospective adoptive parent(s) and agency personnel **and** documentation whether the corrective action plan was completed, when applicable

## **FINALIZATION DOCUMENTS REQUIRED**

40.  Supervisory report from child placing agency requesting finalization of adoption
41.  Letter from petitioner(s) requesting finalization – only if no motion to waive supervision period is filed
42.  Motion to waive supervision period after formal placement, when applicable, (Macomb County Adoption Department form)
43.  Application to establish delayed registration of foreign birth. (DCH-0855) (1 per child)
44.  Adoption facilitator clearing house record non-confidential information. (DHS 4746)
45.  Verified (Supp./21-day) accounting itemized on the form with receipt(s)/invoice(s) attached: (one per child)  
 Petitioner(s) (PCA 347a)  Agency (PCA 345)  Attorney(s) (PCA 346), when applicable

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

- \$235 filing fee must accompany each petition, (includes order placing w/petitioner, order terminating child placing agency, final order allowing fees and costs, and adoption order). This fee may be paid in cash, or check/money order payable to "Macomb County Family Division."
- \$50 fee to establish a delayed registration of foreign birth in the State of Michigan 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 delayed registration of foreign birth will be created. The court will send documentation to the vital records department in the State of Michigan where a birth record will be created.

## **ADDITIONAL FEES**

- Each subsequent/amended petition, motion, relief, 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**