



16th Judicial Circuit Court for the County of Macomb

STEPPARENT 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 FILINGS

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

NON-CUSTODIAL PARENT

(COURT SEAL NEEDED FOR ORDERS OUTSIDE MACOMB COUNTY)

2. If deceased, then a certified copy of the death certificate
3. Order terminating parental rights of non-custodial parent, when applicable

CENTRAL REGISTRY CLEARANCE

4. A central registry clearance letter from DHHS as to the adopting 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 other 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 U.S., then residency documentation is required.
7. Medical report current within 1 year of filing

ADOPTIVE PARENTS

8. Verification of shared information. (Macomb County Adoption Department form)
9. Adoptive history report completed. (Macomb County Adoption Department form) (This report of background information must be completed by both the custodial parent and step-parent)

ADOPTIVE PARENTS cont'd

10. Copy of birth certificates of the adoptive parent and custodial parent.
11. Copy of driver's license or state identification of the adoptive parent and custodial parent.
12. Copy of current marriage certificate of adoptive parent(s).
13. Copies of all previous marriage certificate(s) of adoptive parent and custodial parent.
14. Copies of all previous divorce decree(s) of adoptive parent and custodial parent.
15. Copy of death certificate of a previous spouse. (Not in lieu of a divorce decree).
16. Copy of order(s) establishing custodial parent's custody of the adoptee. (most recent)
17. Copy of court order of legal name change, when applicable
18. Copy of naturalization papers, when applicable
19. Copy of guardianship order, when applicable
20. Copy of affidavit of parentage, when applicable
21. Copy of order of filiation, when applicable
22. Copy of order of child support and/or child support arrearage statement(s), when applicable
23. Reference letters: submit 3 from non-relative persons who have known you several years (Macomb County Adoption Department form)

ACCOUNTING

24. Acknowledgment regarding fees (Macomb County Adoption Department form)
25. 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

FINALIZATION DOCUMENTS REQUIRED:

26. Letter from Petitioner(s) requesting finalization of the adoption
27. Report on Appeals and Rehearings (Macomb County Adoption Department form)
28. 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
29. Report to establish a new MI Birth Certificate. (DCH-0854) (1 per child)

COURT FEES: (All fees are non-refundable)

INITIAL FILING FEES:

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