

Oakland County Circuit Court-Family Division, Adoption Services

Adoption Requirements-State Wards/MCI wards

All documents related to a state ward adoptions, including the following, may be emailed to adoption@oakgov.com or mailed to Oakland County Circuit Court, Family Division Adoption Services 1200 N. Telegraph, Pontiac, MI 48341-0452. The court will accept multiple emails to file the adoption packet. When emailing the documents, please be sure that the entire document is in one email. Longer documents (i.e. home studies, Child Adoption Assessments, and service plans) will not be accepted if they are split between emails. All documents must be in .pdf format and the child's name listed the subject line.

- ☐ Cover Letter
- ☐ Petition for Adoption ([PCA 301](#)) - one, signed and dated by the petitioners and attorney/agency/department representative.
- ☐ The birth certificate of the adoptee is necessary for an adoption in order to verify the legal parents and the accurate birth name of the adoptee. (MCL 710.26(e))
- ☐ Face Sheet
- ☐ Copy of adoptive parent(s) birth certificate(s). Hospital verification or birth registration without names of parent(s) is not acceptable. If adoptive parent has had a legal name change, court order is required.
- ☐ Copy of adoptive parent(s) driver's license(s) and marriage license if petitioners are married. Copy of divorce decree if petitioner has been previously married
- ☐ Current and all previous home studies: DHS 3130, DHS 612 and DHS 612CH. (MCL 710.23(f) (5) and (MCL 710.24(4)). Please submit all foster home licensing assessments, including Special Evaluations and Corrective Action Plans, if applicable.
- ☐ Child Adoption Assessment (DHS 1927) and any addendums (DHS 606)
- ☐ Statement from the adoptive family and agency or attorney that all medical and social history known to date has been shared (DHS 4818). Formal placement cannot be made until this information is shared. (MCL 710.27 (2) and (4))
- ☐ Medical for the adoptee current within the last 12 months
- ☐ Initial Service Plan and two most recent Updated Service
- ☐ Copies of subsidy contracts if applicable
- ☐ Documents including the following to prove to court that the child is legally free for adoption, that the birth parents' rights have been properly terminated, and that the child has been committed to MCI or the Court that consented. This must include findings regarding any putative fathers.
 1. Order Terminating Parental Rights [JC 63](#)
 2. Release of Child by Parent [PCA 305](#)
 3. Statement to Accompany Release [PCA 338](#)
 4. Order Terminating Parental Rights After Release or Consent [PCA 318](#) or death certificates
 5. Order Committing to Agency/DHS [PCA 322](#)

- ☐ *Consent to Adoption by Agency/Court (PCA 309)* signed by MCI or Court
- ☐ Copies of any correspondence from MCI denying consent to any competing parties
- ☐ Signed *Statement of Services Performed by Agency/DHS (PCA 345)*. NEED 7 day and 21 day forms
- ☐ Signed *Petitioner's Verified Accounting (PCA 347)*
- ☐ Signed *Supplement to Petitioner's Verified Accounting (PCA 347a)*
- ☐ Signed *Notice of Pending/Potential Appeal (PCA 325)* if the child is being placed prior to the 21-day appeal ending, or if the birth parent(s) appealed their termination of parental rights.
- ☐ One signed copy (with no whiteouts or strikethroughs) of *Application to Establish a Michigan Birth Certificate* (DCH 0854) if the adoptee was born in Michigan. If the adoptee was born outside of the state of Michigan, please contact that state to determine which form is to be used to amend the original birth certificate after adoption.
- ☐ [Report on Appeals and Rehearings](#) with attached email response from the MCOA or MSC, along with an opinion (if issued).

*Use the most recent revision of SCAO approved forms available at:
<http://courts.mi.gov/Administration/SCAO/Forms/Pages/default.aspx>

Finalization: If the child has not previously resided in the home, the case may be finalized six months from the date of the placement.

The agency should submit a statement requesting a finalization hearing along with a current supervisory report and any other requested documents. Once approved, the Adoption Department will contact the agency worker by email to offer available dates for the finalization hearing. Please note that the court's Adoption Department will create a Final Order of Adoption.

Filing Fee:

\$185, payable to Oakland County

Birth Certificate Fee:

\$50, payable to State of Michigan (for children born in Michigan and foreign born).

\$16, payable to State of Michigan for additional copy of birth certificate

NOTE: Michigan check or money order shall make a notation on the reference line with the child's name.

Fees shall be sent to Oakland County Circuit Court, Family Division Adoption Services, 1200 N. Telegraph, Pontiac, MI 48341-0452