

Oakland County Circuit Court - Family Division, Adoption Services

Agency "Other" Adoption (PCA 301)

Please address your correspondence to: Oakland County Family Court
Adoption Services
1200 N. Telegraph
Pontiac MI 48341-0452

It is helpful to the court and will expedite the process if your cover letter includes: child's name, birth date, petitioner's name(s), and brief presentation. If the release has been preceded by temporary placement, please add the name of the judge and adoption case number to your pleadings and forms.

Include the following:

- Cover Letter
- Petition for Adoption* (PCA 301)
 - One original without whiteout or strikethroughs, for each child, signed and dated by petitioners and attorney.
- The **original birth certificate** is necessary for an adoption. A verification of birth is acceptable with the initial filing if the child is a newborn but the original birth certificate is necessary to verify the legal parents and the accurate birth name of the adoptee. The adoption can be processed much more quickly if this is submitted as soon as possible. (MCL 710.26(e))
- 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
- Face Sheet
- Copy of adoptive parent(s) birth certificate(s) –birth registration will not be accepted
- Copy of adoptive parent(s) driver's license
- Current and all previous pre-placement assessments/home studies (MCL 710.23(f)(5) and 24(4))
 - If the supervising agency is out of state a copy of their license will also be necessary
- Reasonably obtainable, non-identifying information and social and medical history of the child and birth family. (MCL 710.27).
- A statement from the adoptive family and the agency or attorney that all the medical and social history known to date has been shared. Formal placement cannot be made until this information is shared. (MCL 710.27(2) and (4)).
- Medical for child being adopted.
- If the child is 14 years or older, include *a Consent to Adoption by Adoptee* (PCA 307) with the petition for adoption

- If the child is being placed prior to the 21 day appeal ending, or if the birth parent(s) appealed their termination of rights, an original *Notice of Pending/Potential Appeal* (PCA 325) must be submitted
- Application to Establish a Michigan Birth Certificate* (DCH 0854)
 - Original and one copy with no whiteout or strikeouts.
 - If the adoptee is born out of Michigan, consult with the Adoption Department regarding the other state's requirements

One signed original with the required attachments of each of the following:

- Statement of Services Performed by Agency/DHS* (PCA 345)
- Petitioner's Verified Accounting* (PCA 348)
- Parent's or Guardian's Verified Accounting for Adoption Release or Direct Placement Consent* (PCA 348) (MCL 710.54(7)(a) (b) (c) (d))

If a release has been taken, one copy of the following:

- A copy of the birth parent(s) driver's license or photo identification
- Release of Child by Parent* (PCA 305)
- Statement to Accompany Release* (PCA 338)
- Order Terminating Parental Rights after Release or Consent* (PCA 318)
- Order Terminating Rights of Father without Release or Consent* (PCA 312)
 - If applicable
- Order Committing Child to Agency/DHS* (PCA 322)
- Advice of Rights after Order Terminating Parental Rights* (PCA 323)

The following SCAO forms must be submitted with the petition for adoption:

- Consent to Adoption by Agency* (PCA 309)
 - Dated after the Order Committing Child to Agency
 - Signed and notarized
- Order Terminating Parental Rights after Release or Consent* (PCA 318)
 - Submit one with child's name, DOB, and name of Agency consenting on #5
- Order Placing Child after Release or Consent* (PCA 320)
 - Submit one with child's name, DOB, and #7 and #8 filled in
- Any additional information considered necessary by the Court. (MCL 710.26 (I) (H))

Use the most recent version of the SCAO-approved forms.

<http://courts.michigan.gov/scao/courtforms>