

Oakland County Circuit Court - Family Division, Adoption Services

Direct Placement Adoption (PCA 301a)

Please address your correspondence to: Adoption Services
Oakland County Circuit Court
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 direct placement 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(a))
 - 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
- Marriage License
- Copy of the adoptive parent(s) driver's license
- Copy of adoptive parent(s) birth certificate(s) –birth registration will not be accepted
 - If there has been a name change, the court order is required
- 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
- Follow-up report if there is a temporary placement
- 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 information concerning the child(ren) to be adopted (i.e. hospital discharge paperwork, medical history, well-child visit documentation). For a guideline, please visit: http://www.michigan.gov/mdhhs/0,5885,7-339-71551_7199_54039---,00.html
- Application to Establish a Michigan Birth Certificate* (DCH 0854)
 - Original and one copy with no whiteout or strikeovers.
 - 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)
- Statement of Services Performed by Attorney* (PCA 346)
- Petitioner's Verified Accounting* (PCA 347)
- Supplement to Petitioner's Verified Accounting* (PCA 347a)
- Parent's or Guardian's Verified Accounting for Adoption Release or Direct Placement Consent* (PCA 348) (MCL 710.54(7)(a) (b) (c) (d))
- Signed original *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.

The following SCAO forms must be submitted to the court for use at the time of the birth parent(s) consent. They are generally submitted by the agency/attorney handling the termination of the parental rights of the birth parents, but they can accompany the petition for adoption:

- Consent to Adoption by Parent* (PCA 308)
 - One for each parent signing consent with child's name, DOB, #1, #2, and consenting parent's name and address
 - Both legal parents must sign in court
- Statement to Accompany Consent in Direct Adoption* (PCA 339)
 - One for each parent signing consent with child's name, DOB, and name of consenting parent
- Order Terminating Parental Rights after Release or Consent* (PCA 318)
 - Submit one for each consenting parent with child's name, DOB, and the full name of consenting parent
- Order Terminating Rights of Father without Release or Consent* (PCA 312)
 - Submit one (if needed) with child's name, DOB, #2, and either name of putative father or unknown putative father
- Order Placing Child after Release or Consent* (PCA 320)
 - Submit one with child's name, DOB, and #7 and #8 filled in
- Advice of Rights after Order Terminating Parental Rights* (PCA 323)
 - Submit one with child's name and DOB
- Any additional information considered necessary by the Court. (MCL 710.26 (1) (h))

At the request of the mother, her formal execution of a release or consent shall be delayed until after determination of the status of the putative father's request for custody of the child. MCL 710.31(3). An order terminating the birth mother's rights will not be signed until the father's rights have been terminated.

At the time of the consent hearing, the putative father's rights will be determined and/or terminated. It is the agency/attorney's responsibility to provide proper documentation for termination of the putative father's parental rights. See Putative Father Instructions.