

Oakland County Circuit Court - Family Division, Adoption Services

Requirements for Investigation - Relative

- PCA 301
  - PCA 302 (if the birth parent is NOT consenting)
  - PCA 308 (if birth parent is consenting. DO NOT sign until court hearing)
  - PCA 307 (if applicable)
  - PCA 308a (if applicable)
  - PCA 347 and 347a
  - PCA 310 (if applicable)
  - PCA 315 (if applicable)
  - A copy (not original) of the Michigan birth certificate of the adoptee(s). Hospital verification or birth certificate verification without the names of parent(s) is not acceptable. If the adoptee was born out of Michigan, the birth certificate must be certified. All birth certificates **must** be translated in to English if the original is in another language.
  - Adoption Questionnaire – completed and signed by each petitioner.
  - Copies (not originals) of birth certificates for the petitioners and a copy (not original) of marriage certificate for petitioners.
  - Copies of all pages of divorce judgments of all previous marriages for both petitioners. Death certificate, if the marriage was terminated due to the death of the spouse.
  - Copies (not originals) of any pertinent legal papers regarding the child(ren), i.e., Order of Filiation/Support, Acknowledgement of Paternity, Order to Change Name, previous Order of Adoption, Letters of Guardianship.
  - Letter of employment verifying place of employment, job classification, date of hire, current salary or a copy of the first page of the Federal tax return. (Applies to the principal wage earner.) This includes petitioners who are self-employed.
  - Medical report on each petitioner and the child(ren) to be adopted (forms provided by the court).
  - Petitioners must provide proof of how the child is related to them, i.e., copies (not originals) of birth certificates, marriage license or court order.
  - Provide the name, address and phone number of three individuals (references) you have known for several years. We will contact each individual to write a letter to the Court on your behalf.
- NO RELATIVES
- A written statement from the birth parents stating their intention to consent to the adoption. It does not have to be notarized; we just need a simple statement. There will also be a court hearing.*

**A Consent to Adoption must be signed in court by the child(ren)'s biological parents. The consent hearing will be scheduled after the Petition for Adoption has been filed. Petitioners must obtain the complete current or last known address of the parents and contact the child(ren)'s parents with regard to this matter. If the consent cannot be obtained, proceedings to terminate the parental rights of the birth parents must be completed through the juvenile code.**

In addition to the office interview, an appointment will be scheduled at the home of the petitioners to meet the adoptee(s) and other members of the family.