

**Washtenaw County Trial Court
Adult Adoption Checklist**

Adoptee's name: _____

Attorney: _____

Adoptive family name: _____

Age of Adoptee: _____

Washtenaw County Probate Court
Adoption Unit
101 E. Huron
Ann Arbor, MI 48104
(734) 222-6938

The following items are required with the submission of your petition.

- Adoption Petition ([PCA 301](#)), signed and dated by all petitioners
- Copy of Adoptee's Birth Certificate
- Petitioner's Verified Accounting – 7 day ([PCA 347](#))
- Attorney Statement of Services – 7 day ([PCA 346](#)), if applicable
- Application to Establish New Birth Record and fee (\$40 payable to State of MI)
*if Adoptee was not born in Michigan, call Adoption Clerk for instructions

- [Notice of Right to Employ Counsel](#), signed by petitioners
- Copy of Petitioners' Marriage Certificate, if applicable
- Copies of all Final Judgments of Divorce for Petitioners, if applicable
- Washtenaw County Trial Court Adoption [Face Sheet](#)
- Filing fee payable to Washtenaw County Probate Court (\$150)
- Adoptive [Home Study Questionnaire](#)
- [CPS Clearance Letter/LEIN Request Form for Each Petitioner](#)
- Written Statement from Adoptee Requesting Adoption
- Written Statement from Petitioners Requesting Adoption

Identity and Location of Birth Parents:

- Valid address for each Birth Parent **OR** [Declaration of Diligent Search](#)
- Death Certificate for Birth parent(s), if applicable

Proposed Orders/Notice of Hearing:

- Notice of Hearing – Adoptee's Consent ([JC 45](#))
- Consent to Adoption by Adoptee ([PCA 307](#))
- Final Order Allowing Fees and Costs ([PCA 341](#))
- Order of Adoption ([PCA 321](#))

official use only

rcvd: _____

filed: _____