

Washtenaw County Probate Court

Delayed Registration of Foreign Birth Checklist

This document provides information regarding Delayed Registration of Foreign Birth. Listed below are two court documents required to be completed prior to filing the Delayed Registration with this court. As well, below is a list of documents/items that must be brought to the registration appointment:

- Proof that parent(s) are Washtenaw County resident(s) containing a picture ID (Driver's license or state identification.)
- Photo ID of child (Passport, Citizenship documents, etc.)
- Completed and signed "[Motion and Order for Delayed Registration of Foreign Birth](#)" PCA350 form.
- Completed and signed "[Application to Establish Delayed Registration of Foreign Birth](#)" DCH-0855 form found on our website.
- Original adoption decree and birth certificate (MUST be translated by a certified translator). Probate Court will not accept documents that have not been translated. Appropriate copies will be made during the appointment.
- \$150 filing fee, which can either be cash, check or money order. Please make checks or money orders payable to "Washtenaw County Probate Court".
- \$40 birth certificate fee - \$12 additional copies ordered at the same time. The fee must be in the form of a check or money order as this will be mailed to Vital Records. Please make the check or money order payable to "State of Michigan".

To set up an appointment, please contact the Adoption Caseworker at (734) 222-6938. The appointment typically takes no more than 15-20 minutes. A receipt for the fee payment and a copy of the signed Motion and Order will be mailed within 5-7 business days after the appointment. The birth certificate application will be directed to the State of Michigan during this time period and the birth certificate will be sent to the address provided on the Application within 3-6 weeks.

Please note: The adoptive parent(s) must be present along with the adopted child(ren) at this appointment.