Washtenaw County Probate Court Relative Adoption Checklist

Child's name: _____

Adoptive family name: _____

Date of Placement with Relative: _____

Attorney/Agency: _____

Worker's name: _____

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.

		Official Use Only
☐	Adoption Petition (PCA 301), signed and dated by all petitioners	
☐	Copy of Child's Birth Certificate	
☐	Petitioner's Verified Accounting – 7 day (PCA 347)	
☐	Attorney Statement of Services – 7 day (PCA 346), if applicable	
☐	Agency Statement of Services – 7 day (PCA 345), 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	
☐	Proof of Relationship (demonstrated by birth certificates, marriage licenses….)	
☐	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	
☐	Health Report for each Petitioner within past 12 months	
☐	Health Report for Child within past 12 months	
	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	
☐	If Paternity has Not been Established, Petition to ID Father (PCA 310)	
	Proposed Orders/Notice of Hearing:	
☐	Consent to Adoption by Adoptee (PCA 307), if 14 years or older	
☐	Consent to Adoption by Parent (PCA 308), one for each	
☐	Order Terminating After Release or Consent (PCA 318), for each birth parent	
☐	Advise of Rights After Terminating Parental Rights (PCA 323), for each birth parent	
☐	Order Placing Child After Consent (PCA 320)	
☐	Final Order Allowing Fees and Costs (PCA 341)	
☐	Order of Adoption (PCA 321)	
☐	Notice of Hearing – Consent (JC 45)	
☐	If Paternity has not been established, Notice of Hearing to Identify Father and Determine or Terminate His Rights (PCA 311)	