

Washtenaw County Probate Court Stepparent Adoption Checklist

Child's name: _____

Attorney: _____

Name of Custodial Parent: _____

Name of Stepparent: _____

Name of Non-Custodial Parent: _____

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

[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](#)

[Health Report for each Petitioner](#) within past 12 months

[Health Report for Child](#) within past 12 months

If Seeking to Terminate Rights of Legal Birth Parent:

Supplemental Petition ([PCA 302](#))

If Name is Not on Birth Certificate, Acknowledgement of Paternity or Order of Filiation

Valid address for Non-Custodial Parent **OR** [Declaration of Diligent Search](#)

Death Certificate for Non-Custodial parent(s), if applicable

[Statement of Contact](#) Between Non-Custodial Parent and Child During Last 24 Months

Order terminating Rights of Non-Custodial Parent ([PCA 304](#))

Advise of Rights After Terminating Parental Rights ([PCA 323](#))

Notice of Hearing - Termination of Parental Rights ([PCA 303](#))

Current Friend of the Court Report, if applicable

If Seeking to Terminate Rights of Unknown or Putative Father:

Petition to ID Father ([PCA 310](#))

[Declaration of Diligent Search](#), Valid Address, or Custody Statement ([PCA 316](#))

Death Certificate for Putative Father, if applicable

Order Terminating Rights of Father Without Release or Consent ([PCA 312](#))

Advise of Rights After Terminating Parental Rights ([PCA 323](#))

Notice of Hearing to Identify and Determine or Terminate His Rights ([PCA 311](#))

Additional Proposed Orders/Notice of Hearing:

Consent to Adoption by Adoptee ([PCA 307](#)), if 14 years or older

Order Placing Child - Step Parent Adoption ([PCA 319](#))

Final Order Allowing Fees and Costs ([PCA 341](#))

Order of Adoption ([PCA 321](#))

Notice of Hearing – Consent ([JC 45](#))

rcvd: _____

filed: _____