

Washtenaw County Trial Court Relative Adoption Checklist

Washtenaw County Juvenile Court
Adoption Unit
101 E Huron – PO Box 8645
Ann Arbor, MI 48107-8645
(734) 222-6938

Child's Name:	Attorney/Agency:
Adoptive Family Name:	Worker's Name:
Date of Placement with Relative:	

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

- 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
* if Adoptee 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, etc.)
- 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 WCTC
- Adoptive **Home Study Questionnaire**
- CPS Clearance Letter**
- Health Report for each Petitioner** within past 12 months
- Health Report for Child** within past 12 months
- Copy of Driver's License or State ID for each Petitioner

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 Identify Father (**PCA 310**)

Link to SCAO Forms: [Numerical Index of Approved Adoption Court Forms](#)
Link to Washtenaw County Trial Court Adoption Forms: [Local Adoption Forms](#)