

Oakland County Circuit Court – Family Division, Adoption Services  
“Other” Adoptions (PCA 301)

Please address your correspondence to:

Oakland County Circuit Court, Family Division  
Adoption Services  
1200 N. Telegraph  
Pontiac MI 48341-0452

Include the following:

- Petition for Adoption* (PCA 301)

One original, signed and dated by petitioners and attorney/agency/department representative.

- The **original birth certificate** is necessary for an adoption. A verification of birth is acceptable with the initial filing if the child is a newborn, but the original birth certificate is necessary to verify the legal parents and the accurate birth name of the adoptee. The adoption can be processed much more quickly if this is submitted as soon as possible. (MCL 710.26(e))

- Filing Fee:     \$200.00   for child born in Michigan  
                      \$200.00   for foreign-born child  
                      \$160.00   for child born out of Michigan

Checks or money orders should be made payable to “Oakland County Clerk.” Please include your area code and telephone number on the check.

- Face Sheet
- Copy of adoptive parent(s) birth certificate(s).
- Current and all previous pre-placement assessments/home studies (MCL 710.23(f) (5) and (MCL 710.24(4)). Please submit foster care assessments if available.**
- Reasonably obtainable, non-identifying information and social and medical history of the child and birth family. This information must also be provided to adoptive parents. Formal placement cannot be made until this information is shared. (MCL 710.27(2) and (4))
- A statement from the adoptive family and the agency or attorney that all the medical and social history known to date has been shared.
- Medical for child being adopted.
- If the child is being placed prior to the 21-day appeal ending, or if birth parent(s) appealed their termination of rights, a *Notice of Pending/Potential Appeal* (PCA 325) must be submitted (original).

- If the child is 14 years or older, include a *Consent to Adoption by Adoptee* (PCA 307) with the petition for adoption.
- *Application to Establish a Michigan Birth Certificate* (DCH 0854) sent at the time when the petition is filed. If the adoptee is born out of Michigan, submit the *Record of Adoption*. (B83A) Other states will not accept the Michigan application as it implies that a Michigan birth certificate is being requested.  
-- Original -- no whiteouts or strikeouts
- One signed original with the required attachments of each of the following:  
*Statement of Services Performed by Agency/DHS* (PCA 345)  
*Petitioner's Verified Accounting* (PCA 347)
- If a Release Has Been Taken, one copy of the following:
  - 1) *Release of Child by Parent* (PCA 305)
  - 2) *Statement to Accompany Release* (PCA 338)
  - 3) *Order Terminating Parental Rights after Release or Consent* (PCA 318)
  - 4) *Order Terminating Rights of Father Without Release or Consent* (PCA 312) (if entered)
  - 5) *Parent's or Guardian's Verified Accounting for Adoption Release or Direct Placement Consent* (PCA 348)
  - 6) *Order Committing to Agency/DHS* (PCA 322)

*Consent to Adoption by Agency* (PCA 309) – signed and notarized

If a Child is an MCI Ward:

- 1) Copy of the *Order Committing to Agency and/or DHS* (JC-63)
- 2) Child evaluation
- 3) Birth family history
- 4) Initial service plan and the four most recent updated service plans and any special investigations with CAP
- 5) Copies of all orders terminating parental rights.
- 6) Copies of any correspondence from MCI denying consent
- 7) Copies of the subsidy contract, if any

The following SCAO forms must be submitted with the petition for adoption:

*Order Terminating Parental Rights after Release or Consent* (PCA 318)  
*Order Placing Child after Release or Consent* (PCA 320)

**Use the most recent revision of the SCAO-approved forms available at  
<http://courts.michigan.gov/scao/forms>**