

Oakland County Circuit Court - Family Division, Adoption Services

Direct Placement Adoptions (PCA 301a)

Please address your correspondence to:

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

It is helpful to the court and will expedite the process if your cover letter includes: child's name, birth date, petitioner's name(s), and brief presentation.

Include the following:

1. *Petition for Adoption* (PCA 301(a))  
One original, for each child, signed and dated by petitioners and attorney or agency representative.
2. 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))
3. 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 payable to "Oakland County Clerk." Please include your area code and telephone number on the check.
4. Face Sheet
5. Copy of adoptive parent(s) birth certificate(s)
6. Current and all previous pre-placement assessments/home studies (MCL 710.23(f)(5) and 24(4))
7. 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))
8. A statement from the adoptive family and the agency or attorney that all the medical and social history known to date has been shared.
9. Medical for child being adopted.

10. One signed original with the required attachments of each of the following:
  - Statement of Services Performed by Agency/DHS* (PCA 345)
  - Statement of Services Performed by Attorney* (PCA 346)
  - Petitioner's Verified Accounting* (PCA 347)
  - Parent's or Guardian's Verified Accounting for Adoption Release or Direct Placement Consent* (PCA 348) (MCL 710.54(7)(a) (b) (c) (d))
  
11. *Application to Establish a Michigan Birth Certificate* (DCH 0854) can be sent at this time or at the time of finalization.
  - If the adoptee is born out of Michigan, we need 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 and one copy-- no whiteouts or strikeouts.
  
12. Any additional information considered necessary by the Court. (MCL 710.26 (1) (h))

The following SCAO forms must be submitted to the court for use at the time of the birth parent(s) consent. They are generally submitted by the agency or attorney who will be handling the termination of the parental rights of the birth parents, but they can accompany the petition for adoption:

- a. *Consent to Adoption by Parent* (PCA 308)
  - One for each parent signing Consent (both legal parents must sign).
  
- b. *Statement to Accompany Consent in Direct Adoption* (PCA 339)
  - One for each parent signing Consent
  
- c. *Order Terminating Parental Rights after Release or Consent* (PCA 318)
  - Submit one
  
- d. *Order Terminating Rights of Father without Release or Consent* (PCA 312)
  - Submit one (if needed)
  
- e. *Order Placing Child after Release or Consent* (PCA 320)
  - Submit one

At the request of the mother, her formal execution of a release or consent shall be delayed until after determination of the status of the putative father's request for custody of the child. MCL 710.31(3) An order terminating the birth mother's rights will not be signed until the father's rights have been terminated.

At the time of the consent hearing, the putative father's rights will be determined and/or terminated. It is the agency/attorney's responsibility to provide proper documentation for termination of the putative father's parental rights.

If direct placement has been preceded by temporary placement, please add the name of the judge and adoption case number to your pleadings and forms.

See instructions for termination of the parental rights of putative fathers.

**Use the most recent version of the SCAO-approved forms.**

<http://courts.michigan.gov/scao/courtforms>