

Oakland County Circuit Court - Family Division, Adoption Services

Relative Adoption Requirements

1. A certified copy of birth certificate of adoptees(s). It must have a raised seal. Hospital verification or birth certificate verification without names of parent(s) is not acceptable. The adoptee's birth certificate will remain in the adoption file.
2. Copies (not originals) of birth certificates for the petitioners and a copy (not original) of marriage certificate for petitioners.
3. All adoption petitioners are required to be fingerprinted through the LIVE SCAN system. Your adoption caseworker will provide you with the correct form at the time of appointment.
4. Copies of ALL pages of divorce judgments of ALL previous marriages for both petitioners. Death certificate, if marriage was terminated due to death of spouse.
5. Copies (not originals) of any pertinent legal papers regarding the child(ren), i.e., Order of Filiation/Support, Acknowledgement of Paternity, Order to Change Name, previous Order of Adoption, Letters of Guardianship.
6. Letter of employment verifying place of employment, job classification, date of hire, current salary. (Applies to principal wage earner.) This includes petitioners who are self-employed.
7. Medical report on each petitioner and the child(ren) to be adopted (forms provided by the court).
8. Completed adoption questionnaire – signed by each petitioner.
9. Petitioners must provide proof of how the child is related to them, i.e., copies (not originals) of birth certificates and/or marriage certificates.
10. The most recent U.S. Income Tax Return, first and second pages only.

A Consent to Adoption must be signed before the court by the child(ren)'s biological parents. The consent hearing will be scheduled after the Petition for Adoption has been filed. Petitioners must obtain the complete current or last known address of the parents and contact the child(ren)'s parents with regard to this matter. If the consent cannot be obtained, proceedings to terminate the parental rights of the birth parents must be completed through the juvenile code.

A child who is 14 years of age or older must sign a consent to adoption in the presence of a court referee. The consent hearing will be scheduled after the initial interview with petitioners.

In addition to the office interview, an appointment will be scheduled at the home of the petitioners to meet the adoptee(s) and other members of the family.

Your presence and that of the child(ren) will be requested at a hearing before a family court judge to enter the final Order of Adoption.