

Oakland County Circuit Court – Family Division, Adoption Services

Instructions for Completion of Petition for Adoption (PCA 301 & PCA 301a)

Refer to sample of *Petition for Adoption* which is included in the packet.

- A. Check appropriate box – If an adult adoption, check “Other,” even if a stepparent is adopting. If Direct Placement Adoption use PCA 301a.
- B. Enter the first, middle and last name of child as shown on the birth certificate. If the name has been changed by a court order, enter the new name.
- C. If the adoption is a stepparent adoption, check the box and enter the first, middle and last name of the custodial parent. If a relative or adult adoption, leave the line blank.
- D. Enter the first, middle and last name of adopting mother, even if she is the biological mother. Her first and middle name should appear exactly as it does on her birth certificate. Do not use initials, abbreviations or nicknames. If her name has been changed by a court order, type the new name.
- E. Enter adopting mother’s maiden name, first, middle and last, as shown on her birth certificate.
- F. Enter adopting mother’s relationship to the adoptee (for example, maternal aunt).
- G. Enter the complete address of the adopting mother.
- H. Enter the date and city and state of birth of the adopting mother.
- I. Enter the first, middle and last name of adopting father, even if he is the biological father, using the name as shown on his birth certificate. Do not use initials, abbreviations, or nicknames. If his name has been changed by a court order, enter the new name.
- J. Enter adopting father’s relationship to the adoptee (for example, paternal uncle).
- K. Enter the complete address of the adopting father.
- L. Enter the date and city and state of birth of the adopting father.
- M.
 - 1. If an action within the jurisdiction of the family division of circuit court involving the family or family members of the adoptee has been previously filed, enter the name of the county, the case number, and the name of the Judge. Check the appropriate box as to whether the case is pending or closed.

2. On the first line, enter the first, middle and last name of adoptee as it is shown on birth certificate, unless there has been a name change by court order. Enter date and time of birth. On the second line, enter city, county and state of adoptee's birth. On the third line, enter the complete current address of the adoptee.
4. If adoptee's name is to be changed, enter in first, middle and last new name. If adoptee's name is *not* to be changed, check the appropriate box.
5. If adoptee has a trust fund or other significant property, enter it on the line. If not type "none."
6. Enter all known information about the adoptee's parents. Please be as complete as possible with regard to his name and address. Enter all known information about adoptee's birth mother, including her maiden name. Please do not use abbreviations or initials.
7. If the adoptee has a guardian, enter information about the guardian/co-guardians. Use full names, no abbreviations or initials.

Boxes 8, 9, 10, 12 and 13 should be checked and completed only if the information is applicable.

11. Enter the first, middle and last name which the child will be known as after the adoption has been completed.
- N. The attorney is to sign the petition, as well as type his/her name, bar no., address, and telephone number.
- O. Each petitioner is to sign the petition with their complete legal name, including middle name. Do not use initials. Date the petition and enter the petitioners' telephone number on the appropriate line.

PLEASE CALL (248) 858-0030 IF YOU HAVE QUESTIONS