

Oakland County Circuit Court – Circuit Court Family Division,
Adoption Services
1200 N. Telegraph Rd
Pontiac, MI 48341-0452
Fax: 248-452-9974

Requesting Passport or Social Security Assistance

The passport office or social security administration may require a certified letter from the county in which an adoption took place when an adoptee or adoptive parent is attempting to obtain a passport or change of name, if there is a *difference of more than six months between his or her date of birth and the date the birth certificate was registered with the state*. To request this letter make a written request to the above address or fax specifying your need for passport assistance and include the following:

- 1) name-adoptive and birth if known
- 2) date of birth
- 3) adoptive parents names at the time of the adoption
- 4) approximate date the adoption occurred
- 5) a copy of your driver's license or picture identification.

We highly recommend that a person with the delayed date on his or her birth certificate have that delayed date removed. If you wish to do so, call (517) 335-8660 and follow the procedure required by the State of Michigan.

Requesting a Certified Copy of the Order of Adoption

If you are an adult adoptee or the adoptive parents of an adoptee and are trying to obtain a certified copy of the *Order of Adoption*, please submit a written request to the above address specifying your need for a certified copy of the *Order of Adoption*, including the following:

- 1) name
- 2) date of birth
- 3) adoptive parents' names at the time of the adoption
- 4) approximate date the adoption occurred
- 5) \$10 fee (check or money orders are made payable to: Oakland County Clerk) Please note: checks are not acceptable from out of state residents.
- 6) copy of your driver's license or picture information.

If you have any further questions, or need information regarding other types of requests you may contact our office at (248) 858-0030.

Obtaining a Michigan Birth Certificate

Go to www.michigan.gov/mdch for applications and instructions

By Mail:

Vital Records

PO Box 30721

Lansing, MI 48909

In person:

Capital View Building

201 Townsend St. 3rd Floor

Lansing, MI 48913

Phone: (517) 335-8656 Recorded instructions and fees

If you were born in another state, but issued a Michigan birth certificate when adopted, contact adoption services at (248) 858-0030 for assistance.