

Oakland County Circuit Court - Family Division Adoption Services  
**Adult Adoption Requirements**  
(248) 858-0030

**STEP 1:** You must submit copies of the following, whichever are applicable, by email to [adoption@oakgov.com](mailto:adoption@oakgov.com), or by mailing documents to Oakland County Circuit Court, Family Division Adoption Services, 1200 N. Telegraph Rd., Pontiac, MI 48341-0452

- [Adoption Questionnaire](#)
- Copy of the adoptee's birth certificate (if foreign born, a certified translated copy is required)
- Copy of the petitioner(s)' birth certificates (if foreign born, a certified translated copy is required)
- Copy of Marriage License of petitioners
- Copy of Judgment of Divorce for petitioner(s), if applicable
- Copy of Order for Name Change of Adoptee, if applicable
- Copy of the Death Certificate, if parent is deceased
- Copy of Adoptee's marriage license, if applicable
- Written statement from adoptee giving the reason for the adoption
- Written statement from petitioner(s) giving the reason for the adoption

**STEP 2:** Once you have completed **STEP 1**, you will be assigned an Adoption Services Caseworker who will contact you and provide you with the required legal documents to complete.

**STEP 3:** After you meet with your Caseworker, you will submit your filing fee. You must complete and submit the following as directed by your Caseworker:

- **FEES:** Check or Money Order ONLY
  - **Filing Fee: \$185**, payable to the *Oakland County Clerk*.
  - **Birth Certificate Fee: \$50**, payable to *State of Michigan* (unless born in another state)
  - **Home Study Fee: \$250**, made payable to the *Oakland County Clerk*.
  - A notation on the reference line with the child's name is required.
  - Send to: **Oakland County Circuit Court**  
**Family Division Adoption Services**  
**1200 N. Telegraph Rd.**  
**Pontiac, MI 48341-0452**
- [PCA 301](#)
- [PCA 307](#)
- [PCA 347](#) and [347a](#)
- [PCA 341](#)
- Fingerprints

**STEP 4:** You are **not** required to retain an attorney, however if you have retained an attorney, the following required documents must also be filed by your attorney:

- [JC 07](#) – *Appearance of Attorney*
- [PCA 346](#) – 7 -day *Statement of Services Performed by Attorney*
- [PCA 346](#) – 21 -day *Statement of Services Performed by Attorney*