

Oakland County Circuit Court - Family Division Adoption Services
Relative/Guardian Adoption Requirements
(248) 858-0030

STEP 1: You must submit copies of the following, whichever are applicable, by email to 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 complete Letters of Authority for Guardianship, Judgment of Divorce (all pages), Order of Filiation or Affidavit of Parentage, whichever is applicable
- Proof of how the child is related to petitioner(s)
- Copy of marriage license of petitioners
- Copy of Order of Adoption, if child was previously adopted
- Copy of Order for Name Change, if applicable
- Copy of the petitioner(s)' birth certificates (if foreign born, a certified translated copy is required)
- Copy of the Death Certificate, if parent is deceased
- Physician's statement of the health status of each petitioner
- Most recent federal income tax statement or letter verifying place of employment
- Written statement from birth parent(s) indicating that he/she will consent to 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*
 - **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 302](#) (if the birth parent is NOT consenting)
- [PCA 308](#) (if birth parent is consenting. DO NOT sign until court hearing)
- [PCA 307](#) (if applicable)
- [PCA 347](#) and [347a](#)
- [PCA 310](#) (if the putative father is NOT consenting)
- [PCA 315](#) (if applicable)
- [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*