

Oakland County Circuit Court - Family Division Adoption Services
Stepparent 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 Judgment of Divorce (all pages), Order of Filiation or Affidavit of Parentage, whichever is applicable
- Copy of the court order in which custody is awarded
- Copy of the most recent child support order
- Friend of the Court statement showing past two years of payment history by non-custodial parent and the current arrearage, if any
- Order to Change Name, if any
- Copy of Order of Adoption, if child was previously adopted
- Letter from the Cryobank, if the child was conceived by artificial insemination
- Copy of the petitioners' birth certificates (if foreign born, a certified translated copy is required)
- Copy of the petitioners' Marriage License
- Copy of the Death Certificate, if non-custodial parent is deceased.
- Physician's statement of the health status of adopting stepparent
- Most recent federal income tax statement or letter verifying place of employment

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 301b](#)
- [PCA 302](#) (if the non-custodial legal 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

An age-appropriate interview with an adoptee may be conducted by the assigned Caseworker. Caseworkers assume you have discussed the adoption process with your child. If this is not the case, please let the Caseworker know and we can recommend reading materials, support groups and therapy options to assist you with informing your child of the adoption.