

Tuscola County Probate/Family Court Adult Adoption Checklist

Adoptee's Name _____ DOB _____
Adoptive Family Name _____ Attorney/Agency _____

Return to: Tuscola County Probate/Family Court, Adoption Unit, 440 N. State Street, Caro MI 48723

The **first 10** items are **required** to be filed **with** your petition and **this checklist**: (check the line)

- 1. Adoption Petition (PCA 301) signed and dated by all petitioners _____
- 2. Copy of Adoptee's Birth Certificate – certified _____
- 3. Copy of petitioner's birth certificate(s) _____
- 4. Petitioner's Verified Accounting – 7 day (PCA 347) _____
- 5. Notice of Right to Employ Counsel (pro per only), signed by petitioners _____
- 6. Copy of Petitioners Marriage Certificate, if applicable (petitioners must be _____
Married for at least one year before they can file for adoption)
- 7. Filing Fee Payable to Tuscola County Clerk's Office (\$175.00) _____
- 8. Proof that biological parents were served the Petition for Adoption _____
- 9. Identity and Location of Birth Parents:
 - 1. **Valid** address for each birth parent or Declaration of Diligent Search _____
 - 2. Death certificates for Birth Parent(s), if applicable _____

Proposed Orders/Notice of Hearing: (date of order)

- 1. Consent to Adopt by Adoptee (PCA 307) _____
- 3. Order Terminating After Release or Consent (PCA 318), one for each birth parent _____
- 4. Advice of Rights After Terminating Parental Rights (PCA 323), one for each birth parent _____
- 5. Application to Establish New Birth Record and fee (\$50 payable to State of MI _____
if adoptee was born in MI) [form DCH 0854]
If adoptee was not born in MI, it is your responsibility to find out how to apply for the birth certificate.
- 8. Final Order Allowing Fees and Costs (PCA 341) _____
- 9. Order of Adoption (PCA 321) _____
- 10. Notice of Hearing – Consent (JC45) _____

NOTICE: IF YOU ARE FILING FOR AN ADOPTION *IN-PRO PER*, YOU MUST KNOW HOW TO COMPLETE THE FORMS, AND WHEN AND HOW TO FILE THEM WITHOUT ANY ASSISTANCE FROM THE COUNTY CLERK'S OFFICE. IF THE FORMS ARE NOT PROPERLY COMPLETED, THE CASE WILL BE CLOSED WITHOUT A REFUND. FURTHER, IF A BIOLOGICAL PARENT IS NOT WILLING TO CONSENT TO AN ADOPTION, YOU MUST KNOW HOW TO PROCEED ACCORDING TO THE LAW. FORMS CAN BE FOUND AT: www.courts.mi.gov

The adoption process will take at least 6 months to be completed.

Date case given to adoption caseworker: _____