

**7th Circuit Court – Family Division  
Genesee County**

Request for Information from an Adoption Record

The Michigan Adoption Code allows the release of information from an adoption record to qualified parties in certain circumstances. Please refer to the DHS publication 439 ***Release of Information From Michigan Adoption Records***.

Any request for information should be submitted to the Court by completing a ***Petition for Adoption Information*** (PCA327). This form is available on the SCAO website: <http://courts.mi.gov/Administration/SCAO/Forms/courtforms/adoptions/pca327.pdf>. You can also call the adoption department at (810)424-4470 and have the form mailed.

All requests should be accompanied by a clear photocopy of legal picture identification. If applicable, also include proof of relationship to the adoptee (copies of all birth certificates necessary to show relationship). If your name has changed through a marriage or court order, then a copy of the marriage license or court order should be submitted.

Do not send any fees when first submitting your petition. The court must first verify that the record is in this County. If an adoption agency was involved in completing the adoption, the court will refer you to the agency. Frequently agency files contain more detailed information as not all of the agency information was required at the time of the original filing.

Additional DHS forms may be required or may be of interest to you as you complete your search. (DHS – 1917, 1918, 1919, 1920, 1925)

Once your request is submitted to the court, an adoption caseworker will be assigned to complete the research and contact you. At that time, you will be informed of any filing fees. Filing fees could range from \$20.00 to \$70.00 depending on the circumstances and what you are requesting. Please note that the Michigan Adoption Code allows the court or agency 63 days to respond to the request.

Petitions/forms should be sent to:

**Genesee County Circuit Court  
Adoption Department  
900 S. Saginaw Street, Room 104  
Flint, MI 48502**