

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

Direct Placement Adoption Requirements

- **Use full legal names on all documents.**

- [] Verify that the petitioner(s) live in Genesee County or that the adoptee is physically found here
- [] Filing Fee –
 - \$186.00 petition fee
 - \$50.00 one Michigan Birth Certificate
 - \$16.00 for each additional Michigan Birth Certificate (optional)
 - If necessary, contact Adoption Deputy Register at (810) 424-4470 to inquire about birth certificate requirements for an adoptee born outside of Michigan.

- [] Petition for Direct Placement Adoption (PCA 301a)
- [] Copy of Non-Identifying Information (see #7 on PCA 301a)
- [] Certified copy of adoptee's birth certificate (or adoptee's birth verification on hospital letterhead, pending the filing of a certified copy)
- [] Copy of each petitioner's birth certificate
- [] Copy of each petitioner's driver's license
- [] All pre-adoptive assessments/home study reports, including all previously prepared pre-adoptive assessments/home study reports
- [] Adoptee's medical report or physical examination results (exam must be dated within one year of filing the petition for adoption)
- [] Physical examination results for each member of the adopting family's household (if the member of the household is one year old or older at the time of filing; results and exam must be dated within one year of filing the petition for adoption)
- [] Petitioner's Verified Accounting (PCA 347) -- "7-Day"
- [] Statement of Services Performed by Attorney (PCA 346) -- "7-Day"
- [] Statement of Services Performed by Agency (PCA 345) -- "7-Day"

When a hearing is requested for a parent's or guardian's consent and/or termination of parental rights, the following forms need to be submitted, based on the situation:

- [] Parent's or Guardian's Verified Accounting for Adoption Release or Direct Placement Adoption (PCA 348) – One for each available parent or guardian.
- [] Social history of child and birth family
- [] Consent to Adoption by Parent (PCA 308) OR Consent to Adoption by Guardian (PCA 308a) – One for each consenting parent or guardian.
- [] Statement to Accompany Consent in a Direct Placement Adoption (PCA 339) – One for each consenting parent or guardian.
- [] Order Terminating Parental Rights after Release or Consent (PCA 318) – One for each consenting parent or guardian.

- Advice of Rights after Order Terminating Parental Rights (PCA 323) – One for each parent or guardian whose rights are being terminated under the Adoption Code.
- Paternity Clearance
- Petition to Identify Father (PCA 310) – if applicable
- Notice of Hearing to Identify Father (PCA 311) – if applicable
- Proof of Service
- Notice to Putative Father and Custody Statement (PCA 316) – if applicable
- Declaration of Inability to Identify/Locate Father (PCA 315) – if applicable
- Diligent Search – if applicable
- Order Terminating Rights of Father without Release or Consent (PCA 312) – if applicable
- Affidavit Regarding Putative Father's Involvement (Internal Court Form) – if applicable
- Parent's Consent/Denial form (DHS-1919, 2 pages)
- Adoption Support Group List
- Adoption Information Brochure (DHS Pub 439)
- Order Placing Child after Consent (PCA 320) – ("TO BE KNOWN AS:")
- Notice to Adopting Parents Pending Appeal (PCA 325) – ("TO BE KNOWN AS:")

After a placement order has been entered (or within three months of filing the petition for adoption if no placement order has been entered), the following document needs to be submitted:

- First Supervision Report

When the petitioner is requesting finalization, the following forms need to be submitted:

- Petitioner's Verified Accounting (PCA 347) -- "21-Day"
- Statement of Services Performed by Attorney (PCA 346) -- "21-Day"
- Statement of Services Performed by Agency (PCA 345) – "21-Day"
- Final Order Allowing Fees (PCA 341) – ("TO BE KNOWN AS:")
- Order of Adoption (PCA 321)
- Public Information Form
- DCH-0854 (Prepared by the Court, signed by the petitioners)
- Second (usually final) supervision report -- request finalization
- Affidavit to Court on pending Appeal/Rehearing
- Request for DVD/Copy Form with \$20.00 fee, if a DVD is requested

After ALL documents are gathered and completed, please contact the Adoption Department at 810-424-4470