

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

Relative Adoption Requirements

1. [Authorization for Release of Information](#) (one for each household member 18 or older)
2. The [Relative Adoption Questionnaire](#) is to be completed and signed by the petitioner(s).
3. A copy of a valid driver's license for the person(s) adopting the child.
4. A copy of the birth certificate of the child who is to be adopted.
5. A copy of the birth certificate of the person(s) adopting the child.
6. Petitioners must provide proof of how the child is related to them, i.e.-copies of birth certificates and/or marriage certificates.
7. A medical report on each petitioner and the child(ren) to be adopted. The medical exam can not be older than one year from the filing date of the petition (forms can be provided by the court, if needed).
8. All adoption petitioners and any household member 18 or older are required to be fingerprinted through the LIVE SCAN system. ***When you are ready to get your fingerprints scheduled, please call the Adoption Department at (810)424-4470 for further direction.***
9. Copies of ALL pages of divorce judgment(s) of ALL previous marriages for both petitioners. A death certificate, if a marriage was terminated due to the death of a spouse.
10. Copies (not originals) of any pertinent legal papers regarding the child(ren), i.e., Order of Filiation/Support, Acknowledgement of Paternity, Order to Change Name, previous Order of Adoption, Letters of Guardianship. Please provide a copy of all post-judgment orders that address child support or parenting time.
11. Letter of employment verifying place of employment, job classification, date of hire, current salary. This applies to the principal wage earner. This includes petitioners who are self-employed.
12. A copy (not original) of the marriage certificate for petitioners
13. Most recent U.S. Tax Return of the person who is adopting the child – first two pages only

*** A Consent to Adoption must be signed before the Court by the child(ren)'s biological parents. A consent hearing will be scheduled after the Petition for Adoption has been filed. Petitioners must obtain the complete current or last known address of the

parents and contact the parents with regard to this matter. The assigned caseworker can assist with the plan to free the child for adoption.

*** The assigned caseworker will interview the adoptee, if he or she is over the age of five, during the adoption investigation. Included in this interview will be an age-appropriate discussion about adoption. The caseworker will assume the adoption process has been discussed with the adoptee. If this is not the case, the caseworker can recommend reading materials, support groups, and therapy options to assist you in how to inform your child of the adoption.

*** A child who is 14 years of age or older must sign a Consent to Adoption in the presence of a Judge or court referee. The consent hearing will be scheduled after the child is free for adoption.

Filing Fees

\$175.00	Filing Fee
\$ 11.00	Certified Copy Fee
\$ 50.00	Birth Certificate Fee (if the child who is being adopted was born in Michigan or born in another country)

If the child who is being adopted was born in a state other than Michigan the fee for the new birth certificate will be determined by that state.

AFTER ALL forms are completed or if you have questions,
please call the Adoption Department at (810) 424-4470