

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

Step Parent Adoption Requirements

1. [Authorization for Release of Information](#) (one for each household member 18 or older)
2. The [Step-Parent Adoption Questionnaire](#) is to be completed by the custodial parent and step-parent and signed by both.
3. A copy of a valid driver's license for the custodial parent and the step-parent.
4. A copy of the birth certificate of the child who is to be adopted.
5. A copy of the birth certificate of both the custodial parent and the step-parent.
6. A physician's statement on the health status of the adopting stepparent. 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).
7. The step-parent 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.***
8. Copies of ALL pages of divorce judgment(s) of ALL previous marriages for both petitioners.
9. 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. These documents may be required for any other children of the adopting parent.
10. A copy of the court order in which custody is awarded.
11. Friend of the Court statement for the previous two years showing current arrearage of the non-custodial parent.
12. Letter of employment verifying place of employment, job classification, date of hire, current salary. This includes petitioners who are self-employed.
13. A copy (not original) of the marriage certificate for petitioners.
14. If a non-custodial parent is deceased, a copy (not original) of the death certificate.

15. Most recent U.S. Tax Return of the person who is adopting the child – first two pages only.
16. Since the child must be free for adoption, the non-custodial parent’s parental rights must be addressed during the adoption process.
17. 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.
18. 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.

19. Additional filing fees and documents may be required if the non-custodial parent does not consent to the adoption.

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