

**Bay County Circuit Court- Family Division
Adult Adoption Checklist (AB Case Type)**

Bay County Probate & Juvenile Court
Adoption Clerk
1230 Washington Avenue, Ste 715
Bay City, MI 48708
(989) 895-4216

Adoptee's Name:	Attorney, if applicable:
Adoption Family Name:	Age of Adoptee:

The following items are required with the submission of your petition:

- Filing Fees
 - \$175.00 Adoption Fee**
 - \$100.00 Investigation Fee**
 - \$10.00 Finalization Fee**
- Adoption Petition (PCA301), signed and dated by all petitioners.
- Copy of adoptee's birth certificate
- Copy of marriage license of adoptee, if applicable
- Copy of birth certificates of petitioner(s)
- Copy of marriage license of petitioners, if applicable
- Copy of petitioner(s)' Final Judgments of Divorce, (full copies), if applicable
- Petitioner's Verified Accounting (PCA347)
- Attorney Statement of Services - 7 day (PCA346), if applicable
- Statement from Adoptee Requesting Adoption
 - Including: your relationship to proposed adoptive parent and your reason for seeking adoption
- Statement from Petitioners Requesting Adoption
 - Including: your relationship to proposed adoptee and reason for seeking adoption

Identity and Location of Birth Parents

- Death certificate of birth parent(s), if applicable
- Valid address for each Birth Parent OR Declaration of Diligent Search
- Letter to Legal Parents (completed by the court)

Additional items:

- Consent to Adoption by Adoptee - (do not sign until court hearing)
- Petitioner's Supplemental Verified Accounting - 21 Day
- Attorney Statement of Services - 21 Day, if applicable
- Final Order Allowing Fees and Costs
- Order of Adoption
- Application to Establish New Birth Record
 - **\$50.00 made payable to the state of Michigan** (if the adoptee was not born in Michigan, please contact the vital records of the appropriate state for guidance)

Link to SCAO (PCA) Forms: [Forms \(michigan.gov\)](https://www.michigan.gov/forms)

Other information is available at: www.MichiganLegalHelp.org