

**Bay County Circuit Court- Family Division
Relative Adoption Checklist (AF 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/Agency, if applicable: |
| Adoption Family Name: | Worker's Name: |
| Date of Placement with Relative: | |

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

- Filing Fees
 - \$175.00 Adoption Fee**
 - \$200.00 Investigation Fee**
 - \$10.00 Finalization Fee**
- Adoption Petition (PCA 301), signed and dated by all petitioners.
- Copy of Child's Birth Certificate
- Proof of Relationship (copies of birth certificates; marriage license, etc.)
- Birth Certificates of Adoptive Parent(s)
- Marriage License of Adoptive Parents, if applicable
- Copies of all Final Judgements of Divorce for Petitioners, if applicable
- Health Report for each Petitioner within the last 12 months
- Health Report for Child within the last 12 months
- Petitioner's Verified Accounting - 7 Day (PCA 347)
- Attorney Statement of Services - 7 Day (PCA 346)

Identity and Location of Birth Parents:

- Valid address for each Birth Parent OR Demonstration that the Child is/will be Available for Adoption
- Death Certificate for Birth Parent(s), if applicable
- If Paternity has Not been Established, Petition to Identify Father (PCA 310)

Investigation (completed by the court)

- Investigation Report Filed
- Criminal History checks

Consent Hearing:

- Notice of Hearing
- Proof of service on biological parent(s)
- Consent to Adoption (PCA 308) mother _____ father _____
- Order Terminating Rights after Release or Consent (PCA 318) mother _____ father _____
- Advice of Rights after Order Terminating Parental Rights (PCA 323) mother _____ father _____
- Order Placing Child (PCA 319) _____
- Proof of Service (Termination documents) mother _____ father _____
- *Appeal expiration date: _____

Additional Items:

- Consent to Adoption by Adoptee (PCA 307), if child is 14 years or older
- Petitioner's Supplemental Verified Accounting - 21 Day (PCA 347a)
- Attorney Statement of Services - 21 Day (PCA 346)

- Final Order Allowing Fees and Costs (PCA 341)
- Order of Adoption (PCA 321)
- Proof of Service (Pamphlet & Support Groups on Petitioner(s))
- 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

(Revised 1/23/24)