

**Bay County Circuit Court- Family Division  
Stepparent Adoption Checklist (AY 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:
Name of Custodial Parent:	Name of Stepparent:
Name of Non-Custodial Parent:	

**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 (PCA301b)
- Copy of Child's Birth Certificate
- Copy of Birth Certificates of Adoptive Parents
- Copy of Petitioner's Marriage License
- Copy of Driver's License(s) for each Petitioner
- Copy of all Final Judgments of Divorce for Petitioners, if applicable
- Health Report for each Petitioner within the last 12 months
- Health Report for the Adoptee within the last 12 months
- Petitioner's Verified Accounting (PCA347)
- Attorney Statement of Services - 7 day (PCA346), if applicable

**Consent Given by Non-Custodial Parent**

- Notice of Hearing (PC562)
- Consent to Adoption by Non-custodial Parent (PCA308)
- Order Terminating Rights after Release or Consent (PCA318)
- Advice of Rights After Order Terminating Parental Rights - Adoption Code (PCA323)
- Order Placing Child - Stepparent Adoption (PCA319)
- Proof of service (documents served on non-custodial parent) (PC564)

**Seeking to Terminate Rights of Legal Birth Parent (for definitions see MCL722.1433)**

- Supplemental Petition (PCA302)
- Order of Sole Legal Custody, if applicable
- If Name is Not on the Birth Certificate, Acknowledgment of Paternity or Order of Filiation
- Current Friend of the Court Payment History
- Valid address for non-custodial parent OR  Declaration of Diligent Search\*
- Statement of Contact Between Child and Non-Custodial Parent (Form available at Probate Court)
- Death Certificate for Non-Custodial Parent(s), if applicable
  
- Notice of Hearing - Termination of Parental Rights (PCA303)
- Order Terminating Rights of Non-Custodial Parent (PCA304)
- Advice of Rights After Order Terminating Parental Rights - Adoption Code (PCA323)
- Order Placing Child - Stepparent Adoption (PCA319)

- Proof of service (documents served on non-custodial parent) (PC564)

**Seeking to Terminate Rights of Unknown or Putative Father (for definitions see MCL 722.1433)**

- Petition for Hearing to ID Father (PCA310)
- Declaration of Diligent Search and Inability to Identify/Locate Parent or Custody Statement (PCA316)
- Death certificate for putative father, if applicable
  
- Notice of Hearing to ID Father and Determine or Terminate His Rights (PCA311)
- Order Terminating Rights of Father Without Release or Consent (PCA312)
- Advice of Rights After Order Terminating Parental Rights - Adoption Code (PCA323)

**Additional orders and required filings:**

- Consent to Adoption by Adoptee - if adoptee is age 14 or older (PCA307)
- Petitioner's Supplemental Verified Accounting - 21 Day (PCA347a)
- Attorney Statement of Services - 21 Day (PCA346)
- Final Order Allowing Fees and Costs (PCA341)
- Order of Adoption (PC321)
- 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](http://www.MichiganLegalHelp.org)

(Revised 1/23/24)