

## **Stepparent adoption for Grand Traverse County**

Please read through these instructions carefully so that you have all required documents with you when you file the petition. These instructions are provided by the court so that you will know the steps involved in a stepparent adoption. These instructions are not a full explanation of the law, and this packet is not meant to teach you the law. The Circuit Court cannot give you legal advice or help you fill out the forms. If you do not understand these instructions or are not able to fill out the petition and other forms, you should consult an attorney. Another resource that you can utilize is <https://michiganlegalhelp.org/>.

**Please complete all the forms by typing or neatly printing using black ink. If you prefer to complete the forms digitally, they can be found using the following link**  
<https://www.courts.michigan.gov/SCAO-forms/numerical-index-of-adoption-court-forms/>.

The custodial parent and spouse will need to bring the following documents to the Family Court Records office located at 280 Washington St. Ste. 206 Traverse City, MI 49684:

The required fees total \$236.00.

- \$175.00 filing fee.
- \$11.00 certification fee for the order of adoption.
- \$50.00 for a new **Michigan** birth certificate.
- If the child was born in any other state or US territory, the cost will be \$186.00 plus the fee charged by the originating state or territory. The following link can be used to determine how to obtain the appropriate state or territory forms for a new birth certificate <https://www.cdc.gov/nchs/w2w/index.htm>.

Petition for stepparent adoption (PCA 301b).

Petitioner's verified accounting (PCA 347).

Supplement to petitioner's verified accounting (PCA 347a).

Statement of services performed by attorney 7-day (PCA 346) (if applicable).

Consent to adoption by adoptee (PCA 307) (if applicable).

- This form is used if the adoptee is 14 years of age or older.
- This form will be signed by the adoptee at the adoption finalization hearing.**

Consent to adoption by parent (PCA 308) (if applicable).

- This form is used if the non-custodial parent is consenting to the adoption.
- Do not sign this form prior to the hearing to consent to adoption.**

Order of adoption (PCA 321).

Final order allowing fees and costs (PCA 341).

Adoption report (DCH-0854).

- This is used if a new **Michigan** birth certificate is to be established.

The following form will be used if there is a father listed on the adoptee's birth certificate, or an affidavit of parentage or order of filiation exists:

Supplemental petition and affidavit to terminate parental rights (stepparent adoption) (PCA 302).

- **A custody and support order must be included with this form. If it doesn't exist, then a case establishing custody and support must be in place prior to submitting a petition for stepparent adoption.**
- If 3a is checked, then a custody and support order must be included with this form. A certified copy of the order is required if it was issued outside of Grand Traverse County.
- **This document must be signed in front of a notary.**

The following form will be used if there **is not** a father listed on the birth certificate and an affidavit of parentage or order of filiation does not exist:

Petition for hearing to identify father and determine or terminate his rights (PCA 310).

- As the petitioner it is your responsibility to find a valid address of the putative father.

The following documents are needed regarding the adoptee:

A certified copy of the adoptee's birth certificate.

- It must be issued within the last six months.

A medical report dated within 1 year of the adoption filing date.

A name change order (if applicable).

- A certified copy of the order is required if it was issued outside of Grand Traverse County.

A guardianship order (if applicable).

- A certified copy of the order is required if it was issued outside of Grand Traverse County.

The following documents are needed regarding the petitioning parents:

A certified copy of their birth certificates.

A medical report dated within 1 year of the adoption filing date.

- Petitioner(s) medical statement for adoption is used for this.

A copy of the front and back of their driver's license or state identification card.

A certified copy of the marriage license between the petitioning parent and the stepparent.

Central registry clearance request (DHS-1929) for the stepparent only.

- Complete section 1 along with a copy of your ID.
- Section 2 will be completed by the adoption specialist.

A copy of any divorce decree(s) involving either petitioner (if applicable).

- A certified copy of the order is required if it was issued outside of Grand Traverse County.

A copy of any name change order(s) (if applicable).

- A certified copy of the order is required if it was issued outside of Grand Traverse County.

Background check

- The petitioner(s) shall sign a waiver allowing the Court to conduct the background check using ICHAT.
- This form will be provided when you file the petition for adoption.

The following documents are needed regarding the non-custodial parent:

A certified copy of an affidavit of parentage (if applicable).

A copy of an order of filiation (if applicable).

- A certified copy of the order is required if it was issued outside of Grand Traverse County.

A certified copy of a death certificate (if applicable).

Once the required documents have been gathered and the forms have been filled out, please contact the 13<sup>th</sup> Circuit Court Family Division adoption specialist to make an appointment for review. They can be reached at 231-922-4792 or [jarinvelt@gtcountymi.gov](mailto:jarinvelt@gtcountymi.gov).

Additional documents may be required by the court due to the unique circumstances of each adoption. An adoption specialist will reach out to you if more documents are required.