

Adult 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 an adult 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 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 petitioners 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 totaling \$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 adoption (PCA 301).

- This form is used even if the adoptee is a stepchild.

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).

- **This form will be signed by the adoptee at the adoption finalization hearing.**

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

A copy of the marriage license of the adoptee (if applicable).

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

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

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

A name change 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 parent(s):

A certified copy of their birth certificates.

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

A certified copy of the marriage license between the petitioners (if applicable).

A certified copy of any prior marriage license(s) for either petitioner (if applicable).

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 name change order (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 document is needed regarding the biological/legal parent(s):

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

Once the required documents have been gathered and the forms have been filled out, please contact the 13th Circuit Court Family Division adoption specialist to make an appointment for review. They can be reached at 231-922-4792 or 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.