

MCI Adoption Checklist (AM case type code)

FEES:

Petition for Adoption filing fee (per petition)	\$150.00
Electronic filing system fee required by MCL 600.1986) per petition	\$25.00
Certified copy of the Order of Adoption, if requested	\$11.00

❖ All above fees shall be paid by check or money order made payable to: 37th Circuit Court

DOCUMENTS REQUIRED:

(Copies of supporting documents are accepted when highly legible and scannable)

- Petition for Adoption (PCA 301)
- Adoption Report for new birth certificate (for State where Adoptee was born)
- Fee for new birth certificate per the Adoption Report
- Birth Certificate of Adoptee
- Birth Certificate(s) of Petitioner(s)
- Death Certificate(s), if applicable
- Marriage license of Petitioners
- Consent to Adoption by MCI Consent
- Report on Appeals and Rehearings
- Petitioner's Verified Accounting - 7Day (PCA 347)
- Supplement to Petitioner's Verified Accounting (PCA 347a)
- Statement of Services Performed by Agency/DHS (PCA 345): ____7 Day AND ____21 Day
- Order Terminating Parental Rights- Mother
 - If applicable:
 - Release of Mother (PCA 305)
 - Statement (by parent) to Accompany Release for Mother (PCA 338)
- Order Terminating Parental Rights- Father
 - If applicable:
 - Release of Father (PCA 305)*
 - Statement (by parent) to Accompany Release for Father (PCA 338)
- Order Committing to Agency DHHS (PCA 322), if applicable
- Child Adoption Assessment re Identifying Information and Non-Identifying Information (DHS 1927) and any Addendums (DHS 606)
- Updated Service Plans (2 most recent) or Quarterly Adoption Prog. Rpt. (2 most recent)
- Adoptive Family Assessment Addendum (DHS-612) and all addendums
- Foster home licensing studies
- Medical reports of Adoptee within past 12 months
- Medical reports of Petitioners and Members of the Household (DHS-3190) within past 12 months
- Verification of Information Provided to Adoptive Parent(s) (DHS-4818)