

REQUIRED FORMS FOR STEP PARENT ADOPTION

- Completed Adoption Questionnaire – and signed by both petitioners.
- Certified Birth Certificate for the adoptee. It must have a raised seal.
- Photo copies of Driver's Licenses and Social Security Cards of the petitioner(s) and individual being adopted.
- Copies of Birth Certificates for petitioning parties.
- Copies of current Marriage License of the petitioning parties.
- Copy of Death Certificate if a non- custodial parent is deceased.
- Copies of any other pertinent legal papers regarding the child(ren), i.e. Order of Filiation, Child Support Order, Acknowledgement of Paternity, Name Change(s), Guardianship documents, previous Adoption Order, Third Party Custody.
- Physician's statement of the health status of Both petitioners. No form is provided. Statement must be on a doctor's letterhead.
- Letter of employment verifying place of employment, job classification, date of hire, and current salary of **BOTH** petitioners. This includes those who are self-employed retired, or homemakers.
- Petitioner/custodial parent must have sole legal/sole physical custody of said child(ren) and must provide a copy of order.
- Three (3) reference letters from Unrelated parties which includes their name printed, address, and phone number where they may be contacted.
- A written statement from the petitioner(s) which indicates they understand the adoption will make them **fully responsible** for the child(ren) as legal parent. It also must state they wish to have the adoption granted and finalized.
- It is necessary to obtain the current address of the non-custodial parent. A **Letter of Consent** from the non-custodial parent must accompany the petition indicating they are aware of the adoption and agree.
- The attached Release must be **completely filled out** by the petitioner and signed by both parties.
- Complete the Central Registry Clearance Request form and take it to Lapeer Dept. of Health and Human Services (DHHS) located at 1505 Suncrest Dr. Lapeer, Michigan. They will provide you with a letter which must be attached to the packet at the time of filing.
- The attached American Indian Heritage form must be **completely filled out** by the petitioners and signed by both parties.
- If the child was conceived by artificial insemination, please let us know whether it was by unknown donor (need letter from bank), known donor or surrogacy.

If all documents pertinent to your situation are not signed and or attached to the filing, the filing will not be considered complete and will be returned to you.

The Court staff cannot give you legal advice and cannot tell you what to do. If you have legal questions, you should speak with an attorney.

IN SENATE

COMMISSIONERS OF SENATE

STATE OF MICHIGAN

PROBATE DIVISION

IN RE: ESTATE OF [Name]

Case No. [Number]

On this [Date] day of [Month], 20[Year], the undersigned, Judge of the Probate Court for the County of [County], Michigan, do hereby certify that the foregoing is a true and correct copy of the [Document Type] filed in my office on this [Date] day of [Month], 20[Year].

Witness my hand and the seal of said Court at [Location], Michigan, this [Date] day of [Month], 20[Year].

[Signature]

[Name]

Judge of the Probate Court

County of [County], Michigan

Notary Public

[Signature]

[Name]

Notary Public

County of [County], Michigan

[Signature]

[Name]

[Signature]

[Name]

[Signature]

[Name]

[Signature]

[Name]