

**LIVINGSTON COUNTY CIRCUIT COURT – FAMILY DIVISION – ADOPTION UNIT
DIRECT PLACEMENT ADOPTION CHECKLIST**

TEMPORARY PLACEMENTS:

Must be submitted within 48 hours of temporary placement

- Statement of Parent/Guardian Authorizing Temporary Placement of Child for Adoption (form PCA 329)
- Statement of Child-Placing Agency Transferring Physical Custody of Child for Adoption (form PCA 331)
- Statement of Parent/Guardian Transferring Physical Custody of Child for Adoption (form PCA 330)
- Statement of Prospective Adoptive Parent Transferring Physical Custody of Child for Adoption (form PCA 332)
- Statement of Identifying Information (form PCA 340)
- Non-identifying and identifying information including social/medical history of the child and birth family
- Statement that medical/social history of birth parents has been shared with the petitioner(s)
- Pre-placement assessment/home study within 1 year of filing
 - If supervising agency is out of state, a copy of their license is required
- Verification of adoptee's birth from hospital. Birth certificate is required to be provided to Court prior to confirmation.
- Any necessary Interstate Compact (ICPC) documents

30 DAY DOCUMENTS REQUIRED:

Must be submitted within 30 days of the temporary placement of the child

- Follow-Up Report After Temporary Placement of Child for Adoption

PETITION FOR ADOPTION REQUIREMENTS:

Must be submitted within 45 days of the temporary placement of the child

- Petition for Direct Placement Adoption (form PCA 301a)
- Copy of adoptive parent(s) birth certificate(s)
- Copy of adoptive parent's marriage license, if applicable
- Petitioner's Verified Accounting (form PCA 347)
- Statement of Services Performed by Agency (form PCA 345), if applicable
- Statement of Services Performed by Attorney (form PCA 346), if applicable
- Health report for adoptee and each adoptive parent completed within one year
- All pre-placement assessments/home studies completed
 - If supervising agency is out of state, a copy of their license is required
- Child evaluation/birth family information
- Agency supervision reports as required by statute following placement
- Filing fee of \$185.00 – check or money order payable to Livingston County Juvenile Court
- Adoption Report Required to Establish New Michigan Birth Record

***If the adoptee was not born in the State of Michigan, you must contact the state in which the adoptee was born and request the form to Establish a New Birth Record and provide it with your packet, along with the appropriate fee in a check or money order made payable to the appropriate state and/or department**

***You can obtain information on who to contact regarding this information at**

<http://www.cdc.gov/nchs/w2w.htm>

- New Birth Certificate fee of \$50.00 (includes (1) certified copy), if adoptee was born in the State of Michigan, by check or money order made payable to: **State of Michigan**

***Each additional certified copy is an additional \$16.00**

***Additional \$25.00 Rush Fee, if you choose, for 2-3 weeks processing**

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***If the adoptee was not born in the State of Michigan, please contact the state in which the adoptee was born on the fee associated with Establishing the New Birth Record**

When a hearing is requested for a parent’s or guardian’s consent and/or termination of parental rights, the following forms and proposed orders need to be submitted, based on the situation:

- Custody statement of father (PCA 316) or Petition for hearing to identify father (PCA 310) and Declaration (PCA 315), if applicable depending on situation
- Order Terminating without release or consent (PCA 312)
- Consent to Adoption by Parent (form PCA 308) or Out of Court Consent
- Statement to Accompany Consent (form PCA 339)
- Parent’s/Guardian’s Verified Accounting (form PCA 348)
- Order terminating rights after release or consent (PCA 318)
- Advice of rights (PCA 323)
- Parent's Consent/Denial form for Release of Information to Adult Adoptee (DHS-1919)
- Order placing child after release or consent (PCA 320)
- Notice to adopting parents on pending or potential appeal/rehearing (PCA325)

When the petitioner is requesting finalization, the following forms and proposed orders need to be submitted:

- Statement of Services Performed by Attorney 21 Day (PCA 346), if applicable
- Statement of Services Performed by Agency 21 Day (PCA 345), if applicable
- Final Order Allowing Fees (PCA 341)
- Order of Adoption (PCA 321)
- Final Supervision Report
- Request for finalization
 - o Clarify whether Petitioner(s) want a confirmation hearing or administrative confirmation

Completed packets may be dropped off at the address below, or delivered to the Court via mail.

**PACKETS THAT ARE NOT FILLED OUT COMPLETELY WITH ALL NECESSARY SUPPORTING DOCUMENTATION
WILL BE RETURNED**

Livingston County Circuit Court – Family Division – Adoption Unit
204 S. Highlander Way, Suite 3
Howell, MI 48843
(517) 546-1500