

**LIVINGSTON COUNTY CIRCUIT COURT – FAMILY DIVISION – ADOPTION UNIT
LEGAL GUARDIAN ADOPTION PACKET**

The Petitioner(s) and/or the adoptee must be a resident of Livingston County

This is a legal proceeding; however, the Court cannot give legal advice and/or assist in completing any forms in this packet. The Petitioner(s) must determine whether or not they need the assistance of an attorney.

The following items are required with the submission of your Petition for Adoption:

- Petition for Adoption (form PCA 301)
 - Birth Certificate of Adoptee (copy)
 - Marriage License of Adoptive Petitioner Parents (copy)
 - Birth Certificates of both Adoptive Petitioner Parents (copy)
 - Photo Copies of both Adoptive Petitioner Parents' drivers licenses or state identification cards
 - Death Certificates, if applicable (copy)
 - Petitioner's Verified Accounting (form PCA 347)
 - Supplement to Petitioner's Verified Accounting (form PCA 347a)
 - Attorney's Statement of Services, if applicable
 - LEIN Request Form,
 - DHHS Clearance Request Form
 - Signatures on this form must be witnessed by a person over the age of 18
 - All Judgment(s) of Divorce (copy), if applicable, for both petitioning parents
 - Adoption Home Study Questionnaire
 - Adoption Report Required to Establish New Michigan Birth Record, included in the packet
- *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>**
- Orders of Guardianship / Letters of Guardianship (copy)
 - Order Granting Guardian(s) Authority to Consent to Adoption (copy)
 - Guardians must have the Authority from the Court to Consent to the Adoption, prior to the filing of the Adoption Packet
 - Filing Fee of \$185.00, by check or money order, made payable to: **Livingston County Juvenile Court**
 - Adoption Home Investigation fee of \$100.00, by check or money order, made payable to: **Livingston County Juvenile Court**
 - 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**
- *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**

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ALL FORMS MUST BE FILLED OUT COMPLETELY, INCLUDING SIGNATURES

**INFORMATION THAT IS CROSSED OUT AND/OR WHITED OUT WILL RESULT IN YOUR
PACKET BEING RETURNED**

ADDITIONAL INFORMATION

The birth/legal parent(s) must voluntarily consent to the adoption. A Consent to Adoption must be signed by each legal parent of the child a private hearing before the Court.

The Consent hearing will be scheduled after the filing of the petition. The Court will contact the legal parent(s) to schedule the Consent hearing. Please ensure that the legal parent's telephone number and address are accurate on the petition for adoption. Upon accepting the legal parent(s) consent, the Court will enter an order terminating parental rights.

Additional adoption forms not included in this packet can be found on the following website:
<http://courts.mi.gov/administration/scao/forms/pages/search-for-a-form.aspx>

Adoptees over the age of 14 must consent to the adoption. The Court will contact the Petitioner(s) to schedule the private consent hearing, after the petition has been filed with the Court.

There will be an adoption investigation completed before the adoption can be finalized. The Court Agent assigned will contact the Petitioner(s) to schedule this.

If the adoptee is a member of, or is eligible to be a member of any Native American Tribe or Band, you must indicate so on the paperwork submitted.

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

If you would like to meet with the Adoption Caseworker prior to submission of your packet, please call and schedule an appointment. The Court cannot guarantee that the Adoption Caseworker will be available on a walk-in basis.

**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