

Chief Judge
David J. Reader

Probate Court Judge
Miriam A. Cavanaugh



Livingston County Probate Court
204 S. HIGHLANDER WAY, HOWELL, MI 48843
(517) 546-3750 – FAX (517) 552-2510

Court Administrator/
Probate Register
James M. Duquet

Instructions for Delayed Registration of Foreign Birth Established by Court Order

The procedure that allows for the creation of a Michigan birth certificate for children adopted in foreign countries by Michigan residents is established in MCL 333.2830.

In order to be eligible for a Michigan birth certificate through Livingston County, the adoptive parent(s) (“petitioner(s)”) must be a current resident of Livingston County. Also, the adoption must have been completed in a foreign country, and the petitioner must have an IR3 visa from the INS.

Please complete the following steps to receive a Michigan birth certificate:

1. Submit a copy of the original birth certificate and *Order of Adoption*, including the English translations. *If an original birth certificate is not available, see No. 9 on this instruction sheet.
2. Submit a copy of two pages of the adoptee’s passport: the page showing the child’s picture, and the page showing the IR3 stamp.
3. Complete and submit the ***Motion and Order for Delayed Registration of Foreign Birth*** form (PCA-350). That form is available on the SCAO Website <http://courts.mi.gov/administration/scao/forms/pages/search-for-a-form.aspx>. When completing this form, “*In the matter of*” should be followed by the name on the child’s original foreign birth certificate.
4. Complete and submit the ***Application to Establish Delayed Registration of Foreign Birth*** (DCH-0855) form for the Michigan Department of Community Health (MDCH). This form is sent to Lansing to create your child’s birth certificate, so it is essential that your information is truthful, legible, and correct. Be sure to fill out both sides of this form.
5. There is a \$150.00 filing fee. Please make your check payable to the **Livingston County Probate Court**. Your driver’s license and phone number should be on the check.
6. The MDCH requires an additional filing fee of **\$50.00** for registering and providing a certified copy of a birth certificate. There is a **\$16.00** fee for each additional copy of the birth certificate requested. Please make your check payable to the **State of Michigan**.
*Note: the MDCH will not allow you to order more than two additional Birth Certificates.

7. When all of the requested materials have been received, the court will review the documents and sign the orders. Once the court has signed the orders, you will be notified by mail.
8. Your paperwork and check will be sent to the MDCH in Lansing. You will receive the birth certificate(s) directly from the MDCH, which can take from six to eight weeks. If you have any further questions on this matter, please contact the MDCH at (517) 335-8660.
9. If the adoptee's date of birth was not established in the foreign country, or if it is found to be incorrect, a hearing may be required. The petitioner(s) will need to attend and present testimony to establish the date of birth. Court staff will notify you of the date and time of the hearing.

Submit all documents to the Livingston County Probate Court. If you have any questions, please feel free to contact the Probate Court at (517) 546-3750.

CHECKLIST

Delayed Registration of Foreign Birth Established by Court Order

Make sure that you enclosed all of the following documents:

1. Copy of original birth certificate, including English translation
2. Copy of the *Order of Adoption*, including English translation
3. Copy of passport (see No. 2 on instruction sheet)
4. ***Motion and Order for Delayed Registration of Foreign Birth*** (PCA-350)
5. ***Application to Establish Delayed Registration of Foreign Birth*** (DCH-0855)
6. \$150 filing fee payable to **Livingston County Probate Court**
7. \$50 Michigan Department of Community Health fee payable to the **State of Michigan** (and \$16 for each additional copy)