

Washtenaw County Trial Court Step-Parent Adoption Checklist

Washtenaw County Juvenile Court
Adoption Unit
101 E Huron – PO Box 8645
Ann Arbor, MI 48107-8645
(734) 222-6938

Child's Name:	Attorney:
Name of Custodial Parent:	Name of Step-Parent:
Name of Non-Custodial Parent:	

The following items are required with the submission of your petition.

- Adoption Petition (PCA 301), signed and dated by all petitioners
- Copy of Child's Birth Certificate
- Petitioner's Verified Accounting – 7 day (PCA 347)
- Attorney Statement of Services – 7 day (PCA 346), if applicable
- Application to Establish New Birth Record
*if Adoptee was not born in Michigan, call Adoption Clerk for instructions
- Notice of Right to Employ Counsel, signed by petitioners
- Copy of Petitioners' Marriage Certificate
- Copies of all Final Judgments of Divorce for Petitioners, if applicable
- Washtenaw County Trial Court Adoption Face Sheet
- Filing fee payable to Washtenaw County Trial Court
- Adoptive Home Study Questionnaire
- Child Protective Services Clearance Letter
- Health Report for each Petitioner within past 12 months
- Health Report for Child within past 12 months
- Order of Sole Legal Custody, if applicable
- Copy of Driver's License or State ID for each Petitioner

If Seeking to Terminate Rights of Legal Birth Parent:

- Supplemental Petition (PCA 302)
- If Name is Not on Birth Certificate, Acknowledgement of Paternity or Order of Filiation
- Valid Address for Non-Custodial Parent OR Declaration of Diligent Search

- Death Certificate for Non-Custodial Parent(s), if applicable
- Statement of Contact** Between Non-Custodial Parent and Child During Last 24 Months
- Current Friend of the Court Payment History, if applicable

If Seeking to Terminate Rights of Unknown or Putative Father:

- Petition to ID Father (**PCA 310**)
- Declaration of Diligent Search, Valid Address, or Custody Statement (**PCA 316**)
- Death Certificate for Putative Father, if applicable

Link to SCAO Forms: [Numerical Index of Approved Adoption Court Forms](#)

Link to Washtenaw County Trial Court Adoption Forms: [Local Adoption Forms](#)