

Bay County Circuit Court- Family Division
Adult Adoption- Forms & Filings Checklist

Bay County Court Facility
1230 Washington Avenue, Ste 715
Bay City, MI 48708
(989) 895-4206, option 7

- Proper venue is the county of residence of the adoptive parents(s); where the adoptee if found; or where the parents parental rights were terminated or are pending termination.
- The court clerk cannot assist you in completing the forms or give any legal advice.
- If you choose to proceed with the adoption without the assistance of an attorney, it is assumed that you know the law as it related to adoptions. If you have legal questions, it is recommended you consult with an attorney.
- Documents must be completed in black or blue ink or be typewritten and **MUST BE LEGIBLE**. Use full and complete names of all parties (first, middle, and last names)
- This checklist IS NOT an all inclusive list of forms to complete an adoption and should not be construed as legal advice, it is merely intended to provide information concerning available SCAO forms. Some circumstances may require an individual to draft their own pleadings or other document(s).
- Any subsequent petition or motion filed after the initial filing requires a \$20 filing fee.
- If you wish to receive any copies back of the documents you have filed, you must provide the copy at the time the original is filed, otherwise you will be charged a copy fee of \$1.00 per page.

*Adoption forms are not available from the court but may be found online at: <https://courts.michigan.gov>

*Other information is available at: www.MichiganLegalHelp.org

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

- Adoption Petition (PCA301), signed and dated by all petitioners
- \$175 filing fee, \$100 investigation fee (\$275 total) payable to Bay County Probate Court
- Copy of adoptee's birth certificate
- Copy of marriage license of adoptee, if applicable
- Petitioner's Verified Accounting (PCA347)
- Attorney Statement of Services - 7 day (PCA346), if applicable
- Copy of birth certificates of petitioner(s)
- Copy of marriage license of petitioners, if applicable
- Copy of petitioner(s)' divorce decree(s), (full copies), if applicable
- Notice of Hearing (PC562)
- Death certificate of birth parent, if applicable
- Any orders of name change for adoptee or petitioner(s), if applicable

Additional orders and required filings:

- Consent to Adoption by Adoptee -(do not sign until court hearing) PCA307)
- Proof of service (documents served on birth parent(s) (JC12a)
- Petitioner's Supplemental Verified Accounting - 21 Day (PCA347a)
- Attorney Statement of Services - 21 Day (PCA346), if applicable
- Final Order Allowing Fees and Costs (PCA341)
- Order of Adoption (PC321) and \$10 final order fee
- Adoption Report to Vital Records (new birth record, DCH-0854) and \$50.00 fee , payable to State of Michigan, for first copy. If child was not born in Michigan, you will have to have the appropriate form for the state in which the adoptee was born and their appointed fees.

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