



10th Judicial Circuit Court for the County of Saginaw

STEPPARENT ADOPTION CHECKLIST

All adoption forms must be completed and signed legibly either print or type, with complete names (first, middle and last) as listed on the birth certificate(s). Make sure filings are complete. The checklist is intended to outline most of the documents needed. However, the court may require additional materials. Court personnel are unable to provide legal advice. To expedite the filing process, please organize the items below according to the last page where there is a list of the order of the file.

All filings are by appointment only: (989) 799-2821 ext. 4137

mhill@saginawcounty.com

Saginaw County Adoption Department
3360 Hospital Road Saginaw, MI 48603

Please call/email before filling out paperwork to get a case number to put on all court documents
Please remember to put Judge's name and P# on the Judge line at the top of the orders as follows:

Barbara L. Meter P45495

**If you have an attorney, both petitioners and attorney must be present for the appointment
Anyone older than 18 and living in the home must come in and sign a background check form and
everyone in the home must complete a DHHS-3190 Physician's Statement for Adoption form.**

GENERAL CONSIDERATIONS:

- The adoption department cannot process adoptions for petitioner(s) who are not legally in the United States.
- Proper venue is in the county of residence of the adoptive parent(s); where the adoptee is found; or where the parent's parental rights were terminated or are pending termination. MCL 710.24
- Certified document(s) required for filing will not be returned to the petitioner(s).
- All adoption court forms recommended for use by the Michigan Supreme Court are available on-line at the State Court Administrative Office to complete and print. (website => courts.mi.gov)
- This checklist provides the corresponding recommended court form number(s) in parentheses.
- The failure to timely submit documentation may result in a dismissal of the case for lack of progress.

INITIAL DOCUMENTS REQUIRED:

PETITION(S) & SUBSEQUENT FILINGS

1. Petition for adoption (PCA 301b). (one per child, any name change desired should be reflected on petition)

NON-CUSTODIAL PARENT

(COURT SEAL NEEDED FOR ORDERS OUTSIDE SAGINAW COUNTY)

2. If deceased, then a certified copy of the death certificate
3. Order terminating parental rights of non-custodial parent, when applicable



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ADOPTEE

4. Copy of birth certificate and social security card of adoptee
Note: if the adoptee was not born in the U.S., then residency documentation is required.
5. Medical report current within 1 year of filing, (DHHS-3190 Physician's Statement for Adoption)

ADOPTIVE PARENTS

6. Medical report current within 1 year of filing, (DHHS-3190 Physician's Statement for Adoption)
7. Adoptive history report completed. (Saginaw County Adoption Department form) (This report of background information must be completed by both the custodial parent and step-parent)
8. Copy of birth certificates of the adoptive parent and custodial parent.
9. Copy of driver's license or state identification of the adoptive parent and custodial parent.
10. Copy of current marriage certificate of adoptive parent(s).
11. Copies of all previous marriage certificate(s) of adoptive parent and custodial parent.
12. Copies of all previous divorce decree(s) of adoptive parent and custodial parent.
13. Copy of death certificate of a previous spouse. (Not in lieu of a divorce decree).
14. Copy of order(s) establishing custodial parent's custody of the adoptee. (most recent)
15. Copy of court order of legal name change, when applicable
16. Copy of naturalization papers, when applicable
17. Copy of guardianship order, when applicable
18. Copy of affidavit of parentage, when applicable
19. Copy of order of filiation, when applicable
20. Copy of order of child support and/or child support arrearage statement(s), when applicable
21. Copy of order Custody Order – Must have this
22. Reference letters: submit 3 from non-relative persons who have known you several years (Saginaw County Adoption Department form), Also each reference must submit a letter, no less than 2 paragraphs

ACCOUNTING

23. Acknowledgment regarding fees (Saginaw County Adoption Department form)
24. Verified 7-day accounting itemized on the form with receipt(s) attached: (one per child)
 Petitioner(s) (PCA 347) Attorney(s) (PCA 346), when applicable

FINALIZATION DOCUMENTS REQUIRED:

25. Letter from Petitioner(s) opting out of finalization hearing (if you do not want a hearing confirming the adoption)
26. Report on Appeals and Rehearings (Saginaw County Adoption Department form)
27. Verified (Supplemental/21-day) accounting itemized on the form with receipt(s) attached: (one per child)
 Petitioner(s) (PCA 347a) Attorney(s) (PCA 346), when applicable
28. Report to establish a new MI Birth Certificate. (DCH-0854) (1 per child)
29. Order of Adoption (PCA 321)
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COURT FEES: (All fees are non-refundable)

INITIAL FILING FEES:

- \$185 filing fee must accompany each petition (Includes order terminating parental rights non-custodial parent, order placing child w/petitioner, final order allowing fees/costs, and order of adoption). This fee may be paid by check/money order payable to "Saginaw County."
- \$100 home study fee (per family, not per child). This fee may be combined with the filing fee and is due at the time you file the adoption petition. This fee may be paid in cash, or check/money order payable to "Saginaw County."
- \$50 fee to establish a new Michigan birth certificate and \$16 for each additional copy – check or money order (no cash) made payable to "State of Michigan" is due at the time of requesting finalization. Upon finalization of the adoption, if requested, a new birth certificate will be created and the original birth record will be sealed.

NOTE: Birth certificates are amended in the adoptee’s state of birth. Fees and required documentation vary from state to state. If the adoptee was born in a state outside of Michigan, then it is the responsibility of Petitioner(s) to submit to our department the appropriate fees and document(s) required by that state’s respective vital records department to create a new birth record resulting from an adoption.

ADDITIONAL FEES:

- Each subsequent petition, motion, etc. \$20

Any questions concerning these procedures, please contact your attorney, agency representative or the Saginaw County Adoption Department at 989-799-2821 extension 4137 or mhill@saginawcounty.com

Revised 04/01/2019 MH