



Guardian Adoption Checklist

Your Letters of Guardianship must be current and you must have received Authority to Adopt from the Court that Granted the Guardianship

The following items are required for each child being adopted (other documents may be required based on the circumstances of the family):

- Adoption Petition (SCAO form PCA 301) signed with full name by all petitioners and dated <https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/pca301.pdf>
- Copy of the Child's birth certificate (This will not be returned)
- Petitioner's Verified Accounting (SCAO form PCA 347)
<https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/pca347.pdf>
- Copy of Letters of Guardianship
- Copy of Authority to Adopt
- Copies of Marriage certificates for each petitioner
- Copies of Final Judgments of Divorce for all parties, if applicable
- Adoption Report (Third Circuit form)

[http://www.3rdcc.org/docs/default-source/divisions/family-juvenile/adoptions/adoption-report-required-to-establish-a-new-michigan-birth-record-\(dhs-0854\).pdf?sfvrsn=7eff2cca_6](http://www.3rdcc.org/docs/default-source/divisions/family-juvenile/adoptions/adoption-report-required-to-establish-a-new-michigan-birth-record-(dhs-0854).pdf?sfvrsn=7eff2cca_6)

- Health Report for each petitioner (and all other members of the family in the home) within the past 12 months
http://www.3rdcc.org/docs/default-source/divisions/family-juvenile/adoptions/physician's-report-for-adoptive-applicant.pdf?sfvrsn=a9f42dca_2
- Health report for the child within the past 12 months
http://www.3rdcc.org/docs/default-source/divisions/family-juvenile/adoptions/physician's-report-for-a-child.pdf?sfvrsn=c4f42dca_2
- Copy of Driver's License or State Identification for each petitioner (You must be a resident of Wayne County)
- Death Certificate for birth parent(s), if applicable
- 3 reference letters from people not related to petitioners
- Central Registry Clearance for ALL household members 18 years of age or older. Clearances may be requested at any local Department of Human Services (DHS) office, or at DHS South Central Operations, 1801 E. Canfield, Detroit, MI 48207. If the petitioner is female, clearances must be completed under both her married and maiden name, and ANY other previous names.
- Clearances from any Past Criminal Convictions or any Alcohol-Related Traffic Offenses
- If the petitioner is married and their spouse is not joining in the adoption a letter explaining why the spouse is not adopting.

*** If a biological parent will not consent to the adoption the Permanent Custody Petition- Court to Consent must be completed. One petition for each birth mother. ***

http://www.3rdcc.org/docs/default-source/divisions/family-juvenile/adoptions/non-agency-filings/permanent-court-ward-petition-court-to-consent.pdf?sfvrsn=3a1822ca_0

All documents should be e-mailed to Kelly.Barum@3rdcc.org. Upon receipt, the materials will be assigned to a Clerk for review. The assigned Clerk will be the contact person and will advise of anything needed and the next step in the process.

Link to SCAO Adoption Forms:

<https://courts.michigan.gov/Administration/SCAO/Forms/Pages/Adoption-Index.aspx>

Link to Wayne County Adoption Forms:

<http://www.3rdcc.org/divisions/family-juvenile/adoptions/non-agency-filings>

Legal Assistance Resource:

- State Bar of Michigan Legal Resources: <https://lrs.michbar.org/>
This website provides various tools for finding assistance in legal matters.

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