

POST ADOPTION REQUESTS

Certified Copy of the Order of Adoption

If you are an adult adoptee, or the adoptive parents of an adoptee, you may request a certified copy of the Order of Adoption. Legal (court ordered) Guardians may also request a certified copy of the Order of Adoption.

Passport

The passport office may require a certified letter from the county in which an adoption took place when an adoptee or adoptive parent is attempting to obtain a passport, if there is a difference of more than six months between his or her date of birth and the date the birth certificate was registered with the state.

Social Security and Secretary of State Assistance

The Social Security office of the Secretary of State office may require a certified letter from the county in which an adoption took place when an adoptee or adoptive parent is attempting to obtain a social security card or corrected piece of identification in the adopted name. This letter is to show both the adopted name, as well as the birth name. Please be aware that you must know the adoptee's birth name in order to make this request.

Friend of the Court Assistance

A biological parent may request a notice which can then be submitted to the Friend of the Court to prove that a biological child has been adopted. Also, a separate request/fee may be submitted to receive a copy of the order that terminated parental rights.

Please complete the attached request form and return it with the following documents to the address below:

- Copy of valid/current driver's license or other valid state picture identification
- Copy of the adoptee's birth certificate
- Copy of legal guardianship order, if applicable
- Fee - \$10.00 Money Order made payable to the **Wayne County Clerk**. If more than one certified copy is being requested of the same document, each additional copy is \$1.00. If two separate documents are being requested, the fee for each certified document is \$10.00.
- Any other relevant documents/information

Please forward your request and other required information to the following address:

Third Circuit Court of Michigan
Family Division – Juvenile Section
1025 E. Forest Avenue
Detroit, MI 48207-1098
Attention: Post Adoptions

Processing time is approximately two weeks; however, more time may be needed. The requested document(s) will be mailed to the address provided in your request, unless other instructions have been provided.

DO NOT USE THIS REQUEST FORM IF YOU ARE SEEKING ANY OTHER TYPE OF INFORMATION, SUCH AS:

- 1) A REPORT OF THE SOCIAL HISTORY INFORMATION CONTAINED IN YOUR ADOPTION FILE REGARDING YOUR BIOLOGICAL FAMILY.**
- 2) AN ORIGINAL BIRTH CERTIFICATE**
- 3) A CONFIDENTIAL INTERMEDIARY TO ATTEMPT TO LOCATE A FORMER FAMILY MEMBER.**

POST ADOPTION REQUEST FORM

I, _____ request the following document(s):
(Print Name)

- Order of Adoption
- Passport Letter
- Social Security Letter
- Friend of the Court Notice
- Order of Termination of Parental Rights
- Other: _____

I need the above document because:

Complete the following information:

My relationship to the adoptee is: _____

Adoptee's Name (given at the time of the adoption): _____

Adoptee's Previous Name (before adoption): _____

Adoptee's Date of Birth: _____

Approximate Date of Adoption: _____

Adoptive Father's Name: _____

Adoptive Mother's Name: _____

Biological Father's Name, if known: _____

Biological Mother's Name, if known: _____

(Date)

Street Address

(Signature)

City, State and Zip

Telephone Number

Please contact me at the telephone number stated above, as I would like to pick-up this document(s) in person. Do not mail my request.