

**Washtenaw County Trial Court
Non-Relative Guardian Adoption Checklist (AN Case Type)**

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

Child's Name:	Attorney or Agency:
Adoptive Family Name:	Date of Placement with Guardian:

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
- Agency Statement of Services – 7 Day (PCA 345), if applicable
- Application to Establish New Birth Record
* if Adoptee was not born in Michigan, call Adoption Caseworker for instructions
- Original Guardianship Order
- Guardianship Order Granting Specific Authority to Consent to Adoption, if applicable
- Copy of Petitioners' Marriage Certificate, if applicable
- 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
- Consent to Background Check for each petitioner and member of household age 18 or older
- Health Report for each Petitioner within past 12 months
- Health Report for Child within past 12 months
- Copy of Driver's License or State ID for each Petitioner

Identity and Location of Birth Parent OR Demonstration Child is Available for Adoption:

- Valid address for each Birth Parent OR Declaration of Diligent Search
- Death Certificate for Birth Parent(s), if applicable
- If Paternity has Not Been Established, petition to ID Father (PCA310)

Link to SCAO (PCA) Forms: [Numerical Index of Approved Adoption Court Forms](#)
Link to Washtenaw County Trial Court Adoption Forms: [Local Adoption Forms](#)