

**Washtenaw County Trial Court
Step-Parent Adoption Checklist (AY 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:
Name of Custodial Parent:	Name of Step-Parent:
Name of Non-Custodial Parent:	

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
- Application to Establish New Birth Record
*if Adoptee was not born in Michigan, call Adoption Caseworker for instructions
- Copy of Petitioners' Marriage Certificate
- 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

If Seeking to Terminate Rights of Legal Birth Parent (for definitions see MCL722.1433):

- Supplemental Petition (PCA 302)
- Order of Sole Legal Custody, if applicable
- If Name is Not on Birth Certificate, Acknowledgement of Paternity or Order of Filiation
- Valid Address for Non-Custodial Parent OR Declaration of Diligent Search
- Death Certificate for Non-Custodial Parent(s), if applicable

Current Friend of the Court Payment History, if applicable

If Seeking to Terminate Rights of Unknown or Putative Father (for definitions see MCL722.1433):

Petition to ID Father (PCA 310)

Declaration of Diligent Search, Valid Address, or Custody Statement (PCA 316)

Death Certificate for Putative Father, if applicable

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

Link to Washtenaw County Trial Court Adoption Forms: [Local Adoption Forms](#)