

**Adult Adoption Checklist**

Adoptee's name: \_\_\_\_\_ Attorney: \_\_\_\_\_

Adoptive family name: \_\_\_\_\_

Age of Adoptee: \_\_\_\_\_

Adoption Unit

Leelanau County Probate / Family Court  
8527 E Government Center Drive, Ste. 203  
Suttons Bay, MI 49682  
(231) 256-9803

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The following items are required with the submission of your petition. official use only

Adoption Petition (PCA 301), signed and dated by all petitioners

Copy of Adoptee'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 and fee (\$40 payable to State of MI)

\*if Adoptee was not born in Michigan, call Adoption Clerk for instructions

\_\_\_\_\_  
[Notice of Right to Employ Counsel](#), signed by petitioners \_\_\_\_\_

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 Probate Court (\$150) \_\_\_\_\_

Adoptive [Home Study Questionnaire](#) \_\_\_\_\_

[CPS Clearance Letter/LEIN Request Form for Each Petitioner](#)

Written Statement from Adoptee Requesting Adoption \_\_\_\_\_

Written Statement from Petitioners Requesting Adoption \_\_\_\_\_

**Identity and Location of Birth Parents:**

Valid address for each Birth Parent **OR** [Declaration of Diligent Search](#) \_\_\_\_\_

Death Certificate for Birth parent(s), if applicable \_\_\_\_\_

**Proposed Orders/Notice of Hearing:**

Notice of Hearing – Adoptee's Consent (JC 45) \_\_\_\_\_

Consent to Adoption by Adoptee (PCA 307) \_\_\_\_\_

Final Order Allowing Fees and Costs (PCA 341) \_\_\_\_\_

Order of Adoption (PCA 321) \_\_\_\_\_

rcvd: \_\_\_\_\_

filed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_