



## Step-parent Adoption Checklist

(if the Adoptee is 18 years or older please use the Adult Adoption Checklist)

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 301b) signed with full name by all petitioners and dated <https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/pca301b.pdf>
- Certified 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>
- 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](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](http://www.3rdcc.org/docs/default-source/divisions/family-juvenile/adoptions/physician's-report-for-a-child.pdf?sfvrsn=c4f42dca_2)

- Immunization Records for all children in the home
- 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
- 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 married, clearances must be completed under both married and maiden name, and ANY other previous names.
- Clearances from any Past Criminal Convictions or any Alcohol-Related Traffic Offenses
- Supplemental Petition And Affidavit to Terminate Parental Rights (Stepparent Adoption) PCA 303 \*\*\* Only if a biological parent will not consent to the adoption  
<https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/pca302.pdf>
- You will also need to submit a payment history report for at least the last two years. You can access your Friend of the Court case by:
  - Calling the Michigan State Disbursement Unit (MiSDU) at (877) 543-2660 for payment information only
  - Signing up for MiChildSupport online at [www.michigan.gov/michildsupport](http://www.michigan.gov/michildsupport) to access case information
  - Contacting the Friend of the Court in the county where with the case

All documents should be e-mailed to [Adoptions@3rdcc.org](mailto:Adoptions@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.

Once the petition has been accepted a criminal background check will be completed for each petitioner. The Court's database will also be searched for any juvenile neglect/delinquency or Friend of the Court cases involving any petitioner.

\*The Court will not accept a petition for adoption if a petitioner has been convicted of any of the following: Accosting, Enticing or Soliciting children for immoral purposes; Production of Child Pornographic Material; Criminal Sexual Conduct (I-IV); Assault with Attempt to Commit Criminal Sexual Conduct.

The Court may consider the following factors when deciding whether to grant the petition: 3 or more traffic convictions involving alcohol without verifiable proof of rehabilitation; any felony conviction within the past 10 years; Protective Services involvement with substantiated complaints within the last 5 years; Support arrearages for children from previous relationships; Pending criminal or child protective cases; Outstanding Warrants.

**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 locating assistance in legal matters.

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