



# 10<sup>th</sup> Judicial Circuit Court for the County of Saginaw

## AGENCY – PERMANENT WARD (MCI) ADOPTION CHECKLIST

All adoption forms must be completed and signed legibly either print or type, with complete names (first, middle and last) as listed on the birth certificate(s). Make sure filings are complete. The checklist is intended to outline most of the documents needed. However, the court may require additional materials. Court personnel are unable to provide legal advice. To expedite the filing process, please organize the items below according to the last page where there is a list of the order of the file.

**All filings are by appointment only: (989) 799-2821 ext. 4137**

**[mhill@saginawcounty.com](mailto:mhill@saginawcounty.com)**

Saginaw County Adoption Department  
3360 Hospital Road Saginaw, MI 48603

**Please call/email to schedule an appointment before filling out paperwork so you can get a case number.**

**Please remember to put the case # on ALL court documents, as well as Judge's name and P# on the**

**Judge line at the top of the orders as follows:**

**Barbara L. Meter P45495**

### **GENERAL CONSIDERATIONS:**

- The adoption department cannot process adoptions for petitioner(s) who are not legally in the United States.
- Proper venue is in the county of residence of the adoptive parent(s); where the adoptee is found; or where the parent's parental rights were terminated or are pending termination. MCL 710.24
- Certified document(s) required for filing will not be returned to the petitioner(s).
- All adoption court forms recommended for use by the Michigan Supreme Court are available on-line at the State Court Administrative Office to complete and print. (website => courts.mi.gov)
- This checklist provides the corresponding recommended court form number(s) in parentheses.
- The failure to timely submit documentation may result in a dismissal of the case for lack of progress.

### **INITIAL DOCUMENTS REQUIRED:**

#### **PETITION(S) AND SUBSEQUENT FILING(S)**

1.  Agency cover letter
2.  Petition for adoption (PCA 301) (one per child, any name change should be reflected on the petition)

#### **FORMAL PLACEMENT REQUIREMENTS**

3.  Identifying information not to be released (DHS 1927)
4.  Non-identifying information (DHS 1927)
5.  Adoption Addendum Assessment (DHS 606)
6.  Receipt of shared history form (DHS 4818)
7.  Verified 7-day accounting itemized on the form with receipt(s)/invoice(s) attached: (one per child)  
 Petitioner(s) (PCA 347)  Agency (PCA 345)  Attorney(s) (PCA 346), when applicable

#### **APPEALS**

8.  Report on Appeals and Rehearings (Saginaw County Adoption Department form)
9.  Any appellate court decision(s), when applicable Note: please submit any/all decision(s) rendered
10.  Report on pending or potential appeal/rehearing, when applicable (PCA 325)



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## **CRIMINAL & CENTRAL REGISTRY**

Petitioner(s) and any adult(s) residing in the home:

11.  Criminal background check(s) and central registry clearance(s)

## **MCI CONSENT & SUBSIDY**

12.  MCI grant of consent to the adoption signed within 1 year of filing (PCA 309)  
13.  MCI denial of consent to another person(s), when applicable (DHS 883)  
14.  Financial subsidy contract for child with approval from DHHS, when applicable (DHS 4113)  
15.  Medical subsidy report with signed approval from Subsidy Office containing any and all medical/mental health diagnosis and conditions for each child, when applicable (DHS 3013)

## **CHILD FREE FOR ADOPTION**

(COURT SEAL NEEDED FOR ORDERS OUTSIDE OF SAGINAW COUNTY)

16.  Order committing child to MCI. (PCA 322)  
17.  Order terminating father's parental rights

Voluntary:

If the father voluntarily released his parental rights, then provide the following:

- Release signed by parent and referee or judge (PCA 305)  
 Statement by parent accompanying release (PCA 338)

Involuntary:

If the father's parental rights were terminated involuntarily, then provide the following:

- Juvenile court order, or  
 If deceased, then a certified copy of the death certificate

18.  Order terminating mother's parental rights

Voluntary:

If the mother voluntarily released her parental rights, then provide the following:

- Release signed by parent and referee or judge (PCA 305)  
 Statement by parent accompanying release (PCA 338)

Involuntary:

If the mother's parental rights were terminated involuntarily, then provide the following:

- Juvenile court order, or  
 If deceased, then a certified copy of the death certificate

## **ADOPTEE**

19.  Copy of birth certificate of adoptee  
Note: if adoptee was not born in the United States, then citizenship documentation is required  
20.  Medical report current within 1 year of filing  
21.  Adoptee immunization record(s)

## **HOME STUDY & ADOPTIVE FAMILY ASSESSMENT(S)**

22.  Adoptive family assessment report(s), most recent (DHS-612) (Adoption Assessment Addendum)  
23.  Annual/renewal licensing home study, most recent  
24.  Home study of petitioner(s), most recent (BCAL 3130) (Initial Foster Home Evaluation)



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## **DHHS & OTHER AGENCY REPORTS**

- 25.  Quarterly review report, most recent (DHS 614)
- 26.  Children's foster care permanent ward case service plan (DHS 442) (Case Service Plan)
- 27.  Children's foster care initial case service plan (DHS 441)

## **ADOPTIVE PARENT(S)**

- 28.  Copy of each petitioner's birth certificate
- 29.  Copy of each petitioner's driver's license or state identification and social security card
  
- 30.  Copy of petitioners' current marriage certificate, when applicable
- 31.  Medical report for each petitioner & all household members' current within 1 year of filing (DHS-3190)
- 32.  Copies of all marriage certificate(s) of each petitioner, when applicable
- 33.  Copies of all divorce decree(s) of each petitioner, when applicable
- 34.  Copy of death certificate of a previous spouse, when applicable (Not in lieu of a divorce decree).
- 35.  Copy of court order of legal name change, when applicable
- 36.  Copy of naturalization papers, when applicable
- 37.  Copy of guardianship order, when applicable

## **INVESTIGATION(S)/COMPLAINT(S)**

- 38.  Any and all complaint(s)/investigation(s), when applicable (DHS 154).
- 39.  Any and all child protective services report(s) related to the complaint(s)/investigation(s), when applicable Note: If children protective services does not initiate an investigation report but instead screens out the investigation due to insufficient evidence of abuse and/or neglect via a written report, please provide such report. If no investigative report or screening out report is generated, then obtain a letter from child protective services indicating the results of the investigation.
- 40.  Any and all corrective action plan(s) signed and dated by petitioner(s) and agency personnel **and** documentation whether the corrective action plan was completed, when applicable

## **FINALIZATION REQUIREMENTS:**

- 41.  Letter Opting out of finalization hearing
  - 42.  Supervisory report from child placing agency requesting finalization, when case placed in supervision.
  - 43.  Motion to waive supervision period after formal placement, when applicable, (Saginaw County Adoption Department form)
  - 44.  Verified (Supplemental/21-day) accounting itemized on the form with receipt(s)/invoice(s) attached: (one per child)  
 Petitioner(s) (PCA 347a)  Agency (PCA 345)  Attorney(s) (PCA 346), when applicable
  - 45.  Report to establish new MI birth certificate (DCH-0854) (1 per child)
  - 46.  Consent to Adoption by Agency/Court (PCA 309)
  - 47.  Order Terminating Parental Rights/Rights of Person in Loco Parentis after Release or Consent (PCA 318)
  - 48.  Order Placing Child after Consent (PCA 320)
  - 49.  Final Order Allowing Fees and Costs (PCA 341)
  - 50.  Order of Adoption (PCA 321) – the adopted name is the only name that should be on this form.
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### **COURT FEES:** (All fees are non-refundable)

- \$185 filing fee must accompany each petition (includes order placing w/petitioner(s), order terminating MCI/DHS, final order allowing fees and costs, and adoption order). This fee may be paid by cashier's check/money order payable to "Saginaw County"
- \$50 fee to establish a new Michigan birth certificate and \$16 for each additional copy – check or money order (no cash) made payable to "State of Michigan" is due at the time of requesting finalization. Upon finalization of the adoption, if requested, a new birth certificate will be created and the original birth record will be sealed.

**NOTE:** Birth certificates are amended in the adoptee's state of birth. Fees and required documentation vary from state to state. If the adoptee was born in a state outside of Michigan, then it is the responsibility of Petitioner(s) to submit to our department the appropriate fees and document(s) required by that state's respective vital records department to create a new birth record resulting from an adoption.

### **ADDITIONAL FEES:**

- Each subsequent petition, motion, etc. \$20.

**Any questions concerning these procedures, please contact your attorney, agency representative or the Saginaw County Adoption Department at 989-799-2821 extension 4137; [mhill@saginawcounty.com](mailto:mhill@saginawcounty.com)**

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Please put all documents in the following order, the documents that are not listed please put behind everything else:

- Petition for Adoption (PCA 301)
- Copy of Adoptee Birth Certificate
- Child's Physical
- Adopting Parents and household members physical
- Adopting Parents Copy of Birth Certificate, Driver's License, Social Security Card
- Copy of Marriage License
- Copy of any Marriage License/Divorce Decree
- Initial Foster/Adoption Home Evaluation
- Foster Home Reevaluation
- Child Adoption Assessment Addendum
- Adoption Family Assessment Addendum – Criminal History
- Case Service Plan
- Parent Agency Treatment Plan
- Order Following Hearing to Terminate Parental Rights or Release documents
- Child Adoption Assessment
- Nonidentifying Information
- Children's Foster Care Initial Service Plan
- Consent to Adoption by Agency/Court (PCA 309)
- Order Terminating Parental Rights/Rights of Person in Loco Parentis after Release of Consent (PCA 318)
- Order Placing Child after Consent (PCA 320)
- Final Order Allowing Fees and Costs (PCA 341)
- Statement of Services Performed by Agency/DHHS – 7 day (PCA 345)
- Petitioner's Verified Accounting (PCA 347)
- Statement of Services Performed by Agency/DHHS – 21 day (PCA345)
- Supplement to Petitioner's Verified Accounting (PCA 347a)
- Order of Adoption (PCA 321)
- Adoption Report
- \*\*\* ALL other documents that are not listed go behind the Adoption Report\*\*\*