

JACKSON COUNTY CIRCUIT COURT-FAMILY DIVISION
NON-RELATIVE GUARDIANSHIP ADOPTION
517-768-2776

The following items are required to file:

- ___ Filing Fee \$150.00 + \$25.00 EFF fee = **\$175.00**; cash, check/money order made out to Circuit Court/Family Div.
- ___ Petition for Adoption (PCA 301)
- ___ Copy of Child's Birth Certificate
- ___ Order of Appointment/Full Guardianship
- ___ Order Granting the Authority to Consent to Adoption
- ___ Marriage License of Petitioner(s)
- ___ Copy of Driver's License of Petitioner and anyone 18 years or older living in the home
- ___ Clearances for background check (DHHS & ICHAT)
- ___ Adoption Questionnaire
- ___ Verified Accounting/Petitioner (PCA 347); Attorney (PCA 346 7 & 21 Day)
- ___ Supplemental Verified Accounting (PCA 347a)
- ___ Supporting documents: Divorce decree, Name change, Death certificate, paternity/support orders regarding legal parents
- ___ Adoption Report (DCH 0854)
- ___ Adoptive Birth Certificate fee, \$50.00 (Michigan Only) check/money order made out to State of Michigan

Orders / Notice of hearing

- ___ Notice of Hearing (PCA 562)
- ___ Consent to Adoption by Guardian (PCA 308a)
- ___ Consent to Adoption by Parent (PCA 308)
- ___ Order Terminating Parental Rights After Release or Consent (PCA 318)
- ___ Order Placing Child (PCA 320)
- ___ Final Order Allowing Fees/Costs (PCA 341)
- ___ Order of Adoption & Decorative (PCA 321)