

Genesee County 7th Circuit Court - Family Division Adoption Services

Step-Parent Adoption Requirements

1. [Authorization for Release of Information](#) (one for each household member 18 or older)
2. The [Step-Parent Adoption Questionnaire](#) is to be completed by the custodial parent and step-parent and signed by both.
3. A copy of a valid driver's license for the custodial parent and the step-parent.
4. A copy of the birth certificate of the child who is to be adopted.
5. A copy of the birth certificate of both the custodial parent and the step-parent.
6. A physician's statement on the health status of the adopting stepparent. The medical exam can not be older than one year from the filing date of the petition. (forms can be provided by the court, if needed)
7. All adoption petitioners are required to be fingerprinted through the LIVE SCAN system. Your adoption caseworker will provide you with the correct form at your initial appointment. Fees for fingerprinting are \$63.00 per person.
8. Copies of ALL pages of divorce judgment(s) of ALL previous marriages for both petitioners.
9. Copies (not originals) of any pertinent legal papers regarding the child(ren), i.e., Order of Filiation/Support, Acknowledgement of Paternity, Order to Change Name, previous Order of Adoption, Letters of Guardianship. Please provide a copy of all post-judgment orders that address child support or parenting time. These documents may be required for any other children of the adopting parent.
9. Letter of employment verifying place of employment, job classification, date of hire, current salary. This includes petitioners who are self-employed.
10. A copy (not original) of the marriage certificate for petitioners
11. If a non-custodial parent is deceased, a copy (not original) of the death certificate
12. Most recent U.S. Tax Return of the person who is adopting the child - first two pages only
13. Since the child must be free for adoption, the non-custodial parent's parental rights must be addressed during the adoption process.

14. An interview with the child who is being adopted will be conducted by the assigned caseworker and will include an age appropriate discussion about adoption.
15. A child who is 14 years of age or older must sign a Consent to Adoption in the presence of a Judge or court referee. The consent hearing will be scheduled after the child is free for adoption.

Filing Fees

\$150.00	Filing Fee
\$ 11.00	Certified Copy Fee
\$ 40.00	Birth Certificate Fee (if the child who is being adopted was born in Michigan or born in another country)

If the child who is being adopted was born in a state other than Michigan the fee for the new birth certificate will be determined
by
that state.

16. Additional filing fees and documents may be required if the non-custodial parent does not consent to the adoption.

*****Once forms are completed or if you have questions, please call (810) 768-7088 and ask to speak to the Casework Supervisor, Rhonda Ihm.

STATE OF MICHIGAN
Genesee County Probate Court



Richard B. Yuille, Chief Judge of Probate
900 S. Saginaw Street, Room 303
Flint, MI 48502

Jennie E. Barkey, Presiding Judge of Probate
900 S. Saginaw Street, Room 502
Flint, MI 48502

AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any representative of the Family Division/Probate Court bearing this release to obtain information from your file or other sources pertaining to my personal background including, but not limited to, academic achievement, attendance, personal history, disciplinary action, medical, psychological and psychiatric, credit, criminal history records, Department of Human Services records, or any other records you may have regarding me.

I hereby direct you to release such information upon the request of the bearer. This release is executed with complete understanding that the information is for the official use of the Family Division/Probate Court, and that the Family Division/Probate Court may furnish such information to third parties in the course of fulfilling its official responsibilities.

I hereby release you, the institution or establishment which you represent including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

If you have questions as to the validity of this release, contact me as indicated below. I agree that a photographic copy of this Authorization shall be as valid as the original. **I declare under the penalties of perjury that the following information is true to the best of my knowledge, information, and belief.**

FULL LEGAL NAME: _____

MAIDEN AND OR PREVIOUS NAME(S): _____

CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE: _____ RACE: _____ SEX: _____ BIRTHDATE: _____

DRIVERS LICENSE #: _____ SOCIAL SECURITY #: _____

PLACE OF BIRTH: _____

SIGNATURE: _____ DATE: _____

Adoptee's name: _____

STEPARENT ADOPTION QUESTIONNAIRE

1. Do you reside in Genesee County? _____

If yes, do you plan to live here for at least another year? _____

2. Why do you and your spouse (if applicable) wish to adopt?

3. If this is a step-parent adoption, is the non-custodial parent willing to sign a consent to the adoption? _____

If yes, in what state and county will the consent be executed?

4. Is the minor adoptee's father a legal father? _____

a) Were the parents married to each other? _____

b) If the parents were not married to each other, did they ever live together? _____

If yes, when? _____

c) How was paternity established (e.g., acknowledgment of paternity, affidavit of parentage, default judgment, marriage)? _____

d) Was anyone ordered to pay support for the minor adoptee? _____

If yes, who? _____

5. What are the current addresses of the biological parents?

Mother: _____

Father: _____

6. Did anyone ever receive ADC benefits for the minor adoptee? _____

If yes, who: _____ What County/State: _____

7. Have the petitioners had any previous involvement with this or any other court (e.g., civil matters, criminal matters, domestic cases, traffic offenses, probate cases)?

If yes, please explain (or attach additional sheet, if necessary): _____

What County/State: _____

8. Has the adoptee had any previous involvement with this or any other court (e.g., civil matters, criminal matters, domestic cases, traffic offenses, probate cases)?

If yes, please explain (or attach additional sheet, if necessary): _____

What County/State: _____

9. Have the petitioners had any involvement with Protective Services? _____

If yes, please explain: _____

What County/State: _____

10. Is either petitioner ordered to pay child support for another child? _____

If so, County/State/Name of child(ren): _____

FOR YOUR INFORMATION

1. An arrest record for a petitioner may prevent an adoption from occurring.
2. Filing fees are non-refundable.
3. Child support arrearages owed by either petitioner may prevent an adoption from occurring.
4. The adoptee will be interviewed concerning the adoption, at an age appropriate level, during the home study.

I declare that this questionnaire has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Date

Signature of petitioner mother

Signature of petitioner father

ASSIGNED TO _____