

**Washtenaw County Trial Court**  
**Direct Placement/Agency Other Adoption Checklist (AD or AO Case Type)**

Washtenaw County Juvenile Court  
 Adoption Unit  
 101 E Huron – PO Box 8645  
 Ann Arbor, MI 48107-8645  
 (734) 222-6938

Adoptee's Name:	Agency:
Adoptive Family Name:	Worker's Name:
Date of Temporary Placement:	AU Case: Date AU Case Filed:

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

- Adoption Petition (PCA 301 or PCA301A), signed and dated by all petitioners
- Custody Statement (PCA 316) OR  Petition to ID Father (PCA 310) and Declaration (PCA 315)
- Copy of Child's Birth Certificate or Hospital Verification of Birth
- Petitioner's Verified Accounting – 7 day (PCA 347)
- Attorney Statement of Services – 7 day (PCA 346), if applicable
- Agency Statement of Services – 7 day (PCA 345), if applicable
- Parent/Guardian's Verified Accounting (PCA 348)
- Notice to Adopting Parents on Pending or Potential Appeal (PCA 325)
- Consent to Adoption Signed by Court/Agency with Authority (PCA 309), if applicable
- Application to Establish New Birth Record  
\* if Adoptee not born in Michigan, call Adoption Caseworker for instructions
- Copy of Petitioners' Marriage Certificate, if applicable
- Adoptive Family Assessment
- Copies of all Final Judgments of Divorce for Petitioners, if applicable
- Washtenaw County Trial Court Adoption Face Sheet
- Filing fee payable to WCTC
- Child Evaluation/Birth Family Information (Identifying and Non-identifying information)
- Agency Statement of Adoptive Family's receipt of Non-Identifying Information
- Statement of Identifying Information (PCA 340), if applicable
- Health Report for each Petitioner within past 12 months
- Health Report for Child within past 12 months
- Copy of Driver's License or State ID for each Petitioner

**For Interstate Adoption:**

- Copy of originating state's statute regarding termination of parental rights and consent to adoption authority
- Consent to Adoption signed by person/agency with authority
- Interstate Forms 100A and 100B

Link to SCAO (PCA) Forms: [Numerical Index of Approved Adoption Court Forms](#)

Link to Washtenaw County Trial Court Adoption Forms: [Local Adoption Forms](#)