

## WASHTENAW COUNTY TRIAL COURT



Julia Owdziej  
Probate Court Judge

101 E. Huron Street, PO Box 8645  
Ann Arbor, MI 48107-8645  
(734) 222-3072

Robert Carbeck  
Probate Register

Laurynn Mancini  
Deputy Probate Register

### Delayed Registration of Foreign Birth (BR Case Type)

When filing a petition in Probate Court you must prepare the forms listed below before your order will be sent to the State of Michigan. All forms are available at: [www.courts.mi.gov](http://www.courts.mi.gov). In-person filing is available via the clerk's office Monday-Friday from 8:00 am to 4:30 pm (excluding holidays). Filings can also be mailed to the address above.

#### Required Forms:

- Parent(s) driver's license or state ID with Washtenaw County address (or other picture ID with proof of Washtenaw County residence)
- Photographic identification of the child (passport, citizenship documents, etc.)
- PCA 350 - Motion and Order for Delayed Registration of Foreign Birth
- DCH-0855 – Application to Establish Delayed Registration of Foreign Birth
- Original adoption decree (must be translated by a certified translator)
- Original birth certificate (must be translated by a certified translator)
- There is a \$175 filing fee that must be paid to the Washtenaw County Probate Court or waived at the time of filing. If you require a fee waiver, please file form MC 20 – Fee Waiver Request.
- The certification fee is \$12.00 per certified copy and cannot be waived. Certified copies will not be released until the fee is paid. Please note all transactions are final. There are no refunds for fees paid regardless of the outcome.
- There is a \$50.00 Birth Certificate fee that must be paid at the time of filing payable to the State of Michigan as a check or money order.

**This information is not intended to be a substitute for legal advice. Although an attorney is not required, it is highly recommended that you consult an attorney. Court staff is not allowed to give legal advice.**

Members of the Washtenaw County Bar Association who specialize in probate matters are available to assist you with preparing the forms and proposed orders at no charge to you, on the first Wednesday of the month from 11:00 am to 1:00 pm. Registration is required. You may register by contacting the Washtenaw County Bar Association at 734-996-3229.

**Other legal resources:** Michigan Legal Help Website: <http://michiganlegalhelp.org>; Legal Resource Center's Phone Number: 734-994-0160