



Newaygo County Circuit Court
Family/Juvenile Division

AGENCY ADOPTION CHECKLIST

Child's Name: _____ Date of Birth: _____
Case Number: _____ Petitioner/s: _____

- \$185.00 Filing Fee obtained (cash, or check made out to Newaygo County Circuit Court)
- Petition for Adoption, PCA 301
- Petitioner's Verified Accounting, PCA 347 – completed and signed by petitioner/s
- Supplement to Petitioner's Verified Accounting, PCA 347a – completed/signed if needed
- 7 & 21 Day Accounting from Agency
- Appeal information/Affidavit concerning the appeal
- Marriage Certificate, if applicable
- Child's Birth Certificate
- Petitioner's and Custodial Parent's Birth Certificates
- Birth Certificates for other children in the home
- Death Certificate of non-custodial parent if applicable
- Copies of previous divorces for petitioner/s
- Copies of Driver's Licenses or State ID's for petitioners
- Completed Adoption Report Required to Establish a New Michigan Birth Record
 - Check made out to SOM for use with ROD after finalization No Yes
- Completed Infant/Child Medical Report/Medical Information for other children in the home
- Completed Adult Medical Report/s
- Final Order for Fees/Costs
- Order of Adoption
- Any assessments (original/updated) regarding the child and current placement
- Information on whether a finalization hearing is being requested or not