

Kent County, Michigan – Adult Adoption Checklist (No Lawyer Needed)

Court: 17th Judicial Circuit Court – Family Division

Address: 180 Ottawa Ave NW, Suite 3500, Grand Rapids, MI 49503

Phone: (616) 632-5107 or (616) 632-5108

Website: <https://www.kentcountymi.gov/1686/Adult-Adoptions>

Step 1 – Confirm eligibility

- Both parties are 18 or older.
- The adoptee consents in writing to being adopted.
- At least one party lives in Kent County.

Step 2 – Gather documents

- Certified copy of the adoptee's birth certificate.
- Government ID for both adopter and adoptee.
- If married – copy of marriage certificate (if relevant).
- If adoptee has changed names before – proof of prior name change.

Step 3 – Complete required forms

Download and fill out:

- Petition for Adoption (PCA 301) – <https://www.courts.michigan.gov/49bfef/siteassets/forms/scao-approved/pca301.pdf>
- Kent County Non-Relative / Adult Adoption Checklist – <https://www.kentcountymi.gov/DocumentCenter/View/6049/Non-Relative-Adoptions-Fillable-Guide-PDF>
- Adoptee's Consent to Adoption – court provides form if needed.
- Licensing Record Clearance Form (CWL-1936) – for petitioner and any adults in home, if required.

Step 4 – File your petition

- Take all forms and documents to the Adoption Department.
- Pay the filing fee (around \$150–\$300).
- Ask the clerk how to serve notice to any biological parent(s) or interested parties.

Step 5 – Investigation or background check

- If requested, complete the short background clearance or caseworker review.
- Wait for the investigation report to be filed with the court.

Step 6 – Court hearing

- You'll receive a hearing date.
- Both adopter and adoptee must attend.
- Bring photo ID for both.
- Judge confirms consent and reviews paperwork.
- If approved, judge signs the Order of Adoption.

Step 7 – After approval

- Request certified copies of the signed order (small fee).
- Ask about obtaining a new birth certificate listing the adoptive parent(s).
- Keep certified order in a safe place as proof of adoption.

Typical time frame: About 2–4 months depending on clearances and court schedule.

Item	Approx. Amount
Filing fee	\$175 – \$200
Investigation / clearance	\$50 – \$75
Certified copies	\$10 each
Estimated total	≈ \$200 – \$300

Notes:

- You may complete this entire process without a lawyer.
- Always confirm current fees and required forms with the Adoption Clerk.
- Once finalized, the adoptee gains the same legal status as a biological child.